

NANYANG TECHNOLOGICAL UNIVERSITY

APEC SCHOLARSHIP

TRANSCRIPT REQUEST FORM

SECTION 1 – TO BE COMPLETED BY APPLICANT

Please complete the information in Section 1 and send this form to the appropriate authority of each University you have attended for completion of Section 2. (Note : Graduates of NTU and NUS need not complete this form.)

Name of Applicant (Please underline surname or family name)

Programme Applied For

Postal Address

Name of University/Institution Attended

School Attended within University/Institution

Date of Enrolment

Date of Graduation

Degree Conferred

I authorise the release of my transcript to the Graduate Studies Office, Nanyang Technological University.

Signature of Applicant

Date

SECTION 2 – TO UNIVERSITY AUTHORITY

The abovenamed person is applying for the **APEC Scholarship** to pursue our MBA programme. The admission procedures require the applicant to submit a complete set of academic transcripts issued by the university or institution he/she had graduated from. Any payment required for this service must be borne by the applicant.

The transcript from your institution should be in English. If it is not available in English, it must be accompanied by a certified copy of an official translation into the English language. The transcript should include :

- (a) Date of enrolment;
- (b) A list of all subjects taken, the respective grades obtained and the dates which they were obtained;
- (c) Title of the degree conferred and the date of conferment;
- (d) Applicant's rank in class, if available;
- (e) An explanation or interpretation of the grades, marks or scores; and
- (f) The name, designation and signature of the Registrar or appropriate authority and the official seal of the university or institution.

Please seal the transcript in an envelope and print "**APEC SCHOLARSHIP**" on the top left hand corner of the envelope. Send the transcript to the following address to reach us before **31 December 2010** :

Graduate Studies Office
Student Services Centre, Level 3
Nanyang Technological University
42 Nanyang Avenue
Singapore 639815