



Form 4: Transcript Request

*This part is to
be completed
by applicant.*

Mr./Mrs./Miss _____
First Middle Last

Please tick the order in which you want your name to appear on all AIT documents:

☐ First, Middle, Last ☐ Last, Middle, First

Birthdate (Day/Month/Year) _____

School/Faculty _____

Date of Enrolment _____ Degree Obtained _____

Date of Graduation _____ Major _____

I authorize the release of my academic transcript to the Asian Institute of Technology.

Signature

Date

*This part is to be
completed by the
Registrar/
Equivalent
College/University
Official.*

To the Registrar/Equivalent College/University Official:

The above-named person is applying for admission to the Asian Institute of Technology. Our admission procedure requires the applicant to submit a complete set of transcripts (and other relevant documents) together with his/her Application for Admission Form.

Please complete this Transcript Request Form. If you need to explain your institution's grading policy, please do so on a separate sheet of paper. For additional comments, you may write on the back of this form.

Place the completed Transcript Request Form and your statement (if any) in one envelope together with the applicant's transcript. Seal the envelope and sign along the flap. Give the sealed envelope to the applicant. He/she will then forward it to the Institute, unopened. If your institution's policy prohibits release of transcripts directly to students, please forward the transcript to the address shown below.

To further assist AIT in evaluating the applicant's record, please provide the following information, if available:

Applicant's Cumulative GPA/GPF _____ Final Year GPA/GPF _____

Class Rank _____ Total Class Size _____

Registrar or Equivalent College/University Official completing this Transcript Request Form

Name _____ Position _____

Signature _____ Date _____

Institute/University seal

If you need to mail, please address to:

Postal Address:
Admissions and Scholarships Unit
Asian Institute of Technology
P.O. Box 4, Klong Luang
Pathumthani 12120, THAILAND
E-mail: admissions@ait.ac.th

Street Address:
Admissions and Scholarships Unit
Asian Institute of Technology
58 Moo 9, Km. 42, Paholyothin Highway
Klong Luang, Pathumthani 12120, THAILAND