

# Duke Kunshan University

## Transcript Request Form - Mail or Pickup

This form should be filled out on-line and printed while the completed form is still on your monitor screen. After completing the form on-line, *this form must then be signed* and submitted to the DKU Registrar Office by mail, in person, or scanned and attached to an e-mail, using the contact information at the bottom of this form. **There is no transcript processing fee.**

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Your full name at the time of attendance:

Your current mailing address (including current name if different from above):

Your e-mail address:

Your daytime phone number:

Student ID number, if known

DKU program attended

**Your signature (*required*):**

Date:

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Recipient name, contact phone number and mailing address. Print/Type in Chinese, if recipient mailing address is located in China.

Number of Copies:

Please select one  
of the following:

Please seal each transcript in a separate envelope.

Do not place each transcript in a separate envelope.

If you want us to delay sending your transcript(s), please check the reason(s):

Please wait until my grades have been posted for this term.

Please wait till my degree has been posted.

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**Campus mailing address:**

Academic Building Room 3124  
Duke Kunshan University  
No. 8 Duke Avenue  
Kunshan, Jiangsu Province 215346

**Contact:**

Lingling Wang  
Associate Registrar  
E-mail: [dku-registrar@dukekunshan.edu.cn](mailto:dku-registrar@dukekunshan.edu.cn)  
Phone: (+86) 512-3665-7021