

Duke Kunshan University

Transcript Request Form - Electronic

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.**

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:

Recipient name and e-mail address only;
Please list only one recipient per form.

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.

Campus mailing address:

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

Contact:

Lingling Wang
Associate Registrar
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Phone: (+86) 512-3665-7021