

GWANDA STATE UNIVERSITY

ACADEMIC REGISTRY - Admissions and Student Records

APPLICATION FOR INTERIM TRANSCRIPT

- This form is to be used to apply for an Interim Transcript.
- An Interim Transcript will not be issued to students who have outstanding financial payments to the University.
- Any questions or queries relating to the issuance of Interim Transcripts are to be directed to the **Senior Assistant Registrar – Admissions and Student Records, on +263 84 2824720 Ext 205/224 or email admissions@gsu.ac.zw**
- A Gwanda State University (GSU) Transcript is an official document issued without any alterations or erasures, listing the results of ALL programmes and courses in which the student enrolled at the University or its Affiliate Institutions.
- Processing of transcripts takes three working days.
- Current students are advised to first check if their results have been released via the Students Portal before lodging this form. Results that are not yet released cannot be included in the transcript.
- The Fee for one interim transcript is **\$150.00**. Additional copies requested would require an additional **\$150.00** per transcript.

APPLICATION FOR INTERIM TRANSCRIPT FORM

Part A: Personal details

Student I.D. No:

Title: Mr/Mrs/Ms/Dr/Prof First Name(s): _____

Surname: _____

Date of Birth: _____ Place of Birth _____

Email: _____ Contact No: _____

Number of copies required:

Part B: Collection/ Postage details: *If you are collecting your transcript, photographic identification must be produced. If another person is collecting on your behalf, a copy of your photographic identification, an affidavit signed by yourself and the collector's photographic identification is required. Students Records staff will contact you when it is ready for collection.*

I will collect

I authorise _____ to collect my transcript.

OR

Post to the following address:

Name: _____

Address: _____

Part C: Postage cost

Domestic (within Zimbabwe)	US\$5.00
International: SADC region	US\$25.00
Other Africa	US\$35.00
Europe	US\$35.00
America	US\$40.00
Asia	US\$45.00

Applicant Signature _____

Date _____

Part D: Payment

Payment in person at Campus [Administration Building]

Deposit at the Bank [please enclose bank deposit slip] Bank details given below:

Bank: CBZ

Bank Account Name: Gwanda State University.

Branch: Jason Moyo

Account No: **01224790080012**

Branch Code: 8305

OFFICIAL USE ONLY	
Fees Clearance:	Cleared (attach statement)
	Not cleared
Bursar _____	Date _____
Application Approved for:	Normal
	Certified copy
Senior Assistant Registrar _____	Date _____
Processing:	
Prepared by _____	Date _____
Checked by _____	Date _____