



Prince Mohammad Bin Fahd University

Office of the Registrar

Office of the Registrar Use Only

Autodate/time: _____

SN# _____

Temporary Retrieval of the Original Documents

Student Name		Academic Year	
Student ID		College	
Mobile Number		Major	

This is to confirm that I retrieved the following documents from the Office of the Registrar

Type of Documents

<input type="checkbox"/>	High School Good Conduct Certificate
<input type="checkbox"/>	High School Certificate
<input type="checkbox"/>	Previous College/University Transcript
<input type="checkbox"/>	IELTS
<input type="checkbox"/>	TOEFL
<input type="checkbox"/>	Others <i>(please specify)</i>

Date of Retrieval		Date of Return <i>(mandatory)</i>	
Purpose			
Student Signature		Date	

For Official Use Only

Accounting Office		
Name	Signature	Date
Financial Aid Office		
Name	Signature	Date
Enrollment Office		
Name	Signature	Date
Registrar Office		
Name	Signature	Date

Notes

1. Please make sure to put on HOLD on Banner using SOAHOLD