



OFFICIAL TRANSCRIPT REQUEST FORM

Form No: (official use only)

Student name :
(as in IB/IGCSE registration)
Date of birth :
Parent name :
Current Address :
Grades required on transcript : to
Purpose :

Services and Courier Fees

- [] In Office Pick-Up Service (Rp. 10.000/transcript). Processed within 3 working days.
[] Delivery/courier service. Processed within approximately one week and then mailed by Indonesia post or ups mail.
[] National Service (Rp. 10.000/transcript + courier charges)
JABODETABEK -> Rp. 10.000
Outside JABODETABEK -> Rp. 45.000
[] International Service (Rp. 10.000/transcript + courier charges)*
USA & UK -> Rp 520.000
AUS, JAP, & SOUTH KOREA -> Rp 400.000
SG -> Rp 250.000
Other Country -> Please call
Note: *) Payment in IDR is subject to exchange rate on day of transaction.

Address for transcript delivery :

- University/Name :
• Country :
• Address Line 1 :
• Address Line 2 (building/floor) :
• City/Town :
• Postal Code :
• Telephone :

Payment method:

- [] Cash. Payment at school shop.
[] Transfer. Please settle your billing in advance to our account.
Yayasan Dian Anugerah Lestari, BCA Citi Tower, Jakarta. Acc. 319.302.5672 (Rupiah).
Please fax the bank transfer slip to +62 21 84597180 or email to: finance@acsjakarta.sch.id

Note: School will process the requested documents after receiving the payment.

Requested by

Approved by

(Applicant / Date)

(Coordinator)