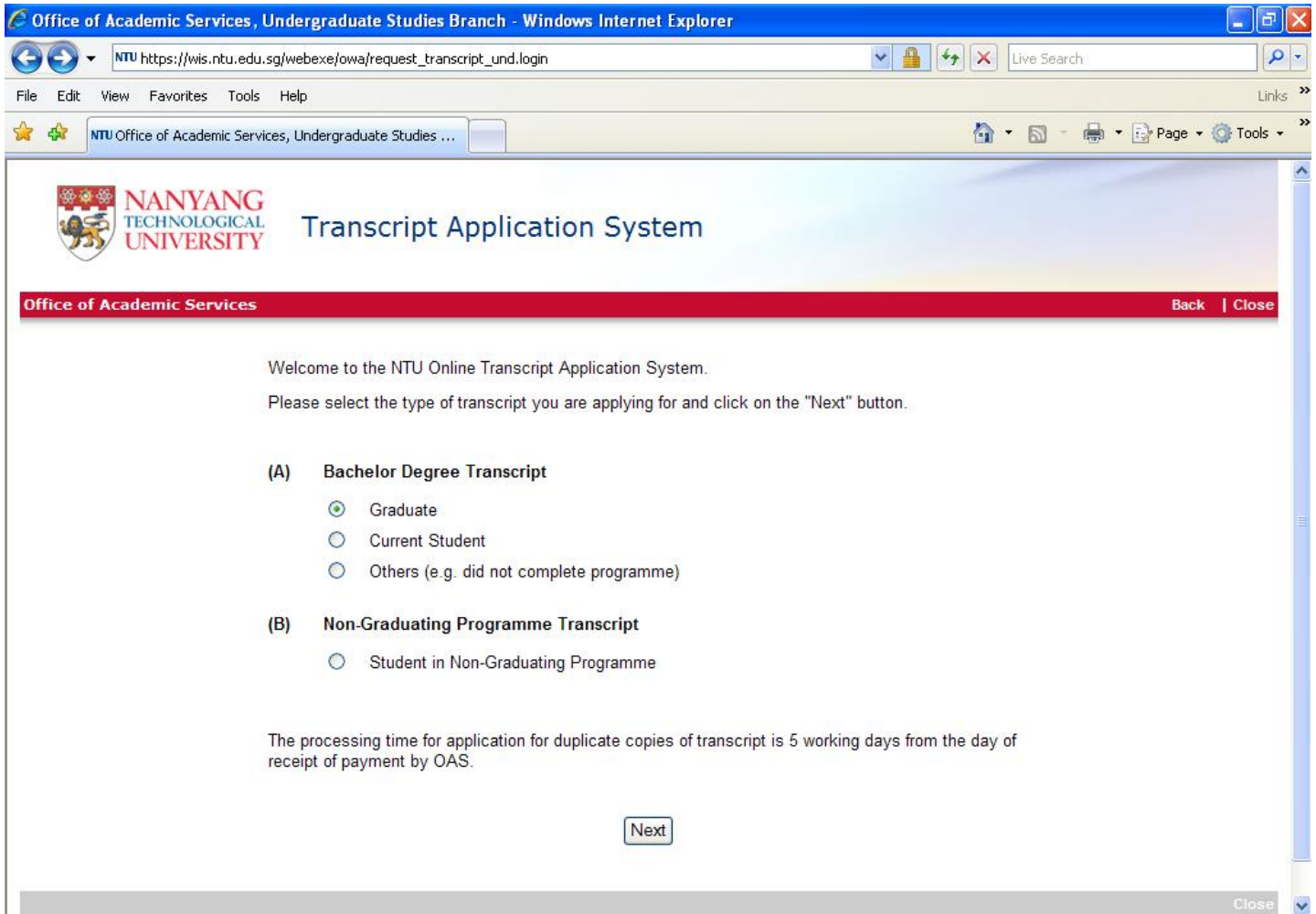


Procedures to apply for transcript

Step 1: Please select the category which is applicable to you.



The screenshot shows a web browser window titled "Office of Academic Services, Undergraduate Studies Branch - Windows Internet Explorer". The address bar contains the URL "https://wis.ntu.edu.sg/webexe/owa/request_transcript_und.login". The page header features the NTU logo and the text "NANYANG TECHNOLOGICAL UNIVERSITY Transcript Application System". Below the header is a red navigation bar with "Office of Academic Services" on the left and "Back | Close" on the right. The main content area contains the following text:

Welcome to the NTU Online Transcript Application System.
Please select the type of transcript you are applying for and click on the "Next" button.

(A) Bachelor Degree Transcript

- Graduate
- Current Student
- Others (e.g. did not complete programme)

(B) Non-Graduating Programme Transcript

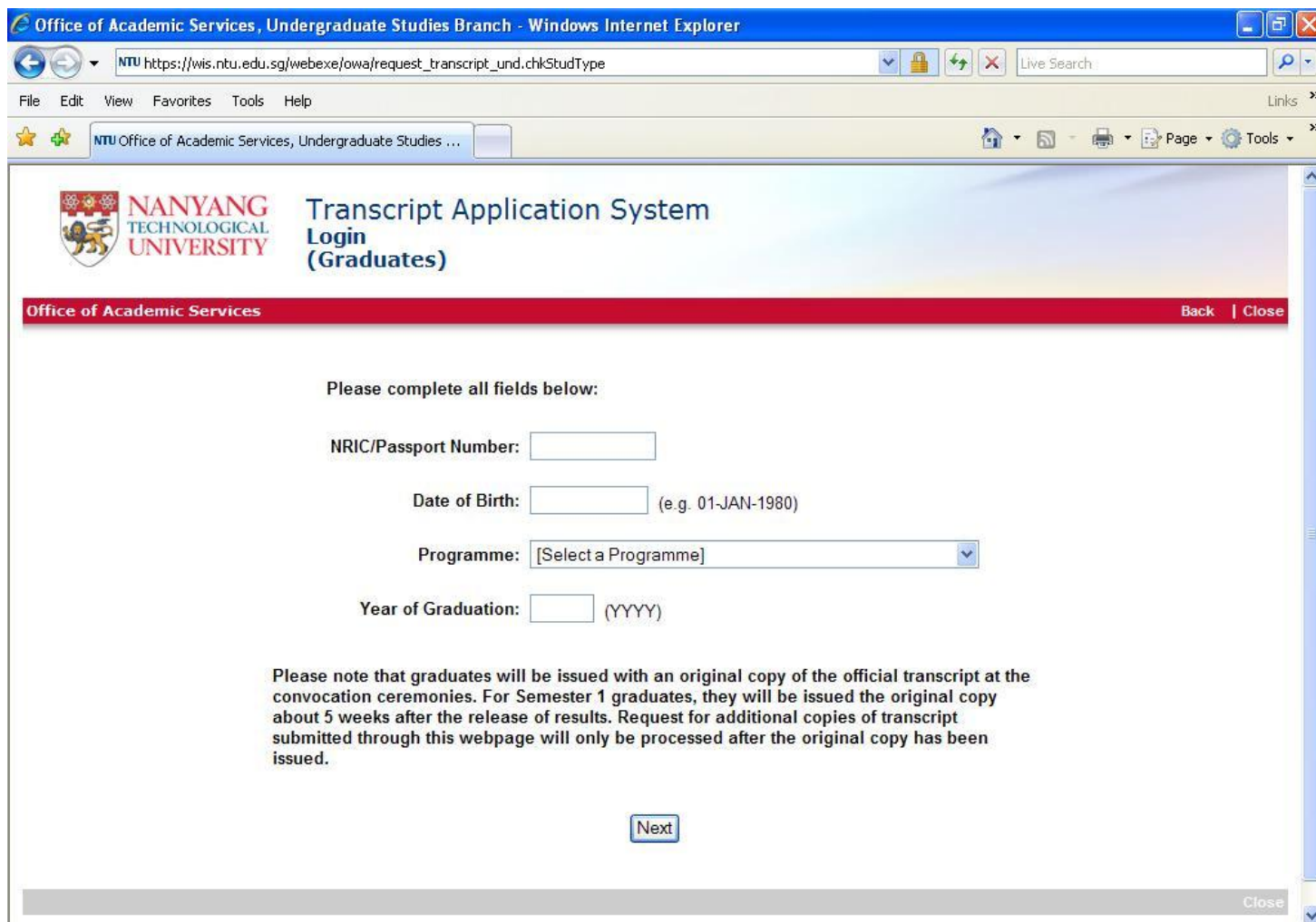
- Student in Non-Graduating Programme

The processing time for application for duplicate copies of transcript is 5 working days from the day of receipt of payment by OAS.

Close

Step 2: For graduates, students in non-graduating programme and students who did not complete programme, please enter your personal particulars as shown in the screenshots below to log into the transcript application system. For existing students, you can log in using SSO (single sign-on) or using PIN through the StudentLink login.

For graduates




The screenshot shows a web browser window titled "Office of Academic Services, Undergraduate Studies Branch - Windows Internet Explorer". The address bar shows the URL: "https://wis.ntu.edu.sg/webexe/owa/request_transcript_und.chkStudType". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content features the NTU logo and the text "NANYANG TECHNOLOGICAL UNIVERSITY Transcript Application System Login (Graduates)". Below this is a red navigation bar with "Office of Academic Services" on the left and "Back | Close" on the right. The main form area contains the instruction "Please complete all fields below:" followed by four input fields: "NRIC/Passport Number:" with a text box, "Date of Birth:" with a text box and the example "(e.g. 01-JAN-1980)", "Programme:" with a dropdown menu showing "[Select a Programme]", and "Year of Graduation:" with a text box and the example "(YYYY)". A "Next" button is located at the bottom of the form. A "Close" button is visible in the bottom right corner of the browser window.

Office of Academic Services, Undergraduate Studies Branch - Windows Internet Explorer

NTU https://wis.ntu.edu.sg/webexe/owa/request_transcript_und.chkStudType

File Edit View Favorites Tools Help

NTU Office of Academic Services, Undergraduate Studies ...

 **NANYANG TECHNOLOGICAL UNIVERSITY** Transcript Application System Login (Graduates)

Office of Academic Services Back | Close

Please complete all fields below:

NRIC/Passport Number:

Date of Birth: (e.g. 01-JAN-1980)

Programme: [Select a Programme]

Year of Graduation: (YYYY)

Please note that graduates will be issued with an original copy of the official transcript at the convocation ceremonies. For Semester 1 graduates, they will be issued the original copy about 5 weeks after the release of results. Request for additional copies of transcript submitted through this webpage will only be processed after the original copy has been issued.

Next

Close


For students in non-graduating programme

Office of Academic Services, Undergraduate Studies Branch - Windows Internet Explorer

NTU https://wis.ntu.edu.sg/webexe/owa/request_transcript_und.chkStudType Live Search

File Edit View Favorites Tools Help Links >>

NTU Office of Academic Services, Undergraduate Studies ... Page Tools >>



Transcript Application System Login (Students in Non-Graduating Programmes)

Office of Academic Services [Back](#) | [Close](#)

Please complete all fields below:

Matriculation No.:

Date of Birth: (e.g. 01-JAN-1980)

Year of Entry: (YYYY)

[Close](#)

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For students who did not complete programme

Office of Academic Services, Undergraduate Studies Branch - Windows Internet Explorer

NTU https://wis.ntu.edu.sg/webexe/owa/request_transcript_und.chkStudType Live Search

File Edit View Favorites Tools Help Links >>

NTU Office of Academic Services, Undergraduate Studies ... Page Tools >>



Transcript Application System Login (Students who did not complete programme)

Office of Academic Services [Back](#) | [Close](#)

Please complete all fields below:

NRIC/Passport Number:

Date of Birth: (e.g. 01-JAN-1980)

Programme:

Year of Entry: (YYYY)

[Close](#)

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For existing students

Office of Academic Services, Undergraduate Studies Branch - Windows Internet Explorer

NTU https://wis.ntu.edu.sg/webex/e/owa/request_transcript_und.chkStudType Live Search

File Edit View Favorites Tools Help Links

NTU Office of Academic Services, Undergraduate Studies ... Page Tools



Transcript Application System Login (Student)

Office of Academic Services Back | Close

Single Sign-On	Using PIN thru StudentLink Login
Click here	Click here

Please note that graduates will be issued with an original copy of the official transcript at the convocation ceremonies. For Semester 1 graduates, they will be issued the original copy about 5 weeks after the release of results. Requests for additional copies of transcript (you need to choose the "Graduate" option on the main menu instead of "Current Student") will only be processed after the original copy has been issued. If you login as a current student and submit an application through this webpage, the results of your examinations for your last semester of study will not be shown on the document.

Close

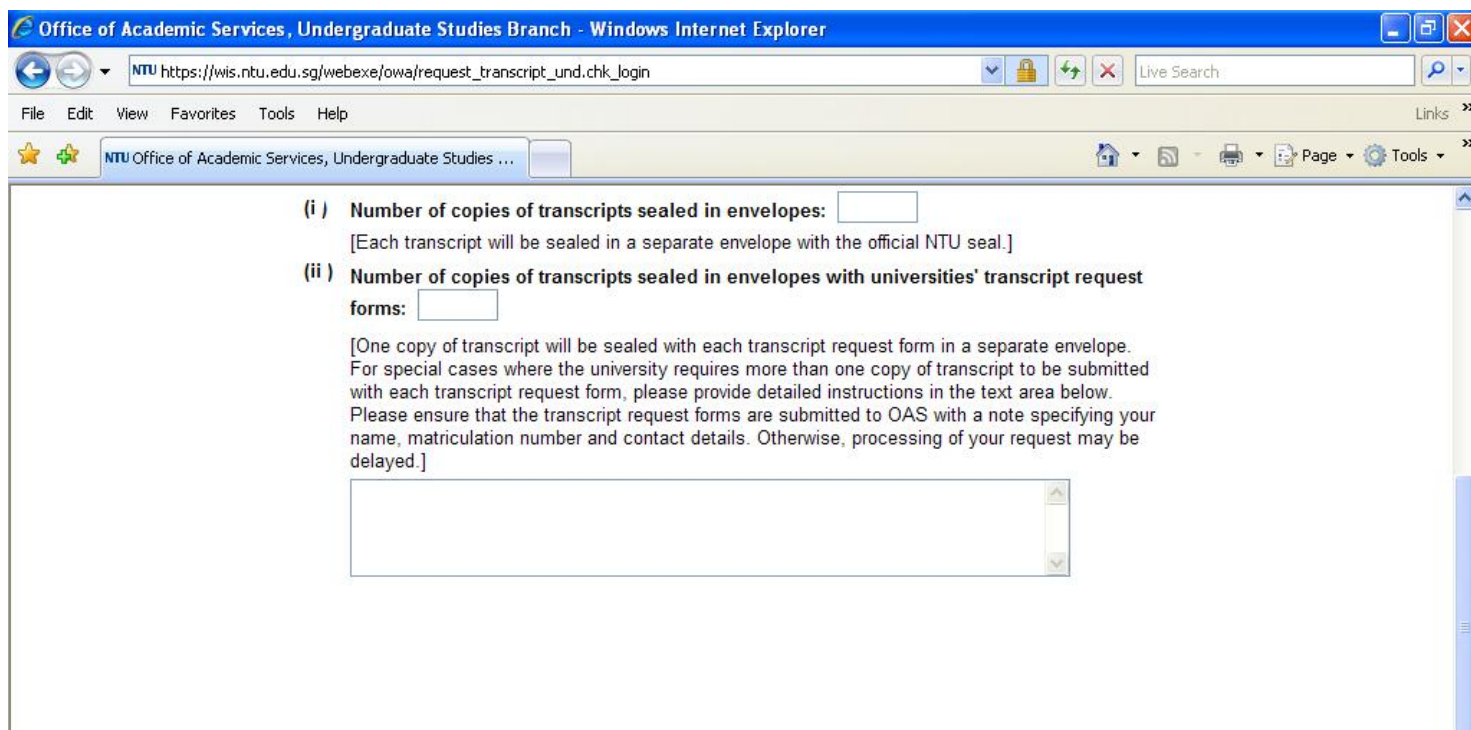
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Step 3: After you have successfully logged in, please check your particulars and fill in the postal address, contact number and email address.

The screenshot shows a web browser window titled "Office of Academic Services, Undergraduate Studies Branch - Windows Internet Explorer". The address bar shows the URL "https://wis.ntu.edu.sg/webexe/owa/request_transcript_und.chk_login". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a "Live Search" field. The page content features the NTU logo and the text "NANYANG TECHNOLOGICAL UNIVERSITY Transcript Application System Application Form". A red navigation bar at the top of the page contains "Office of Academic Services" on the left and "Back | Close" on the right. The form fields are as follows:

- Name:**
- Matriculation No.:**
- Programme:**
- Please complete this form**
- Postal Address:**
- Postal Code:**
- Contact No.:**
- Email Address:**

Step 4: Please indicate the number of copies of transcript required. If you are required to submit the transcript request form together with your transcript, please choose the second option.



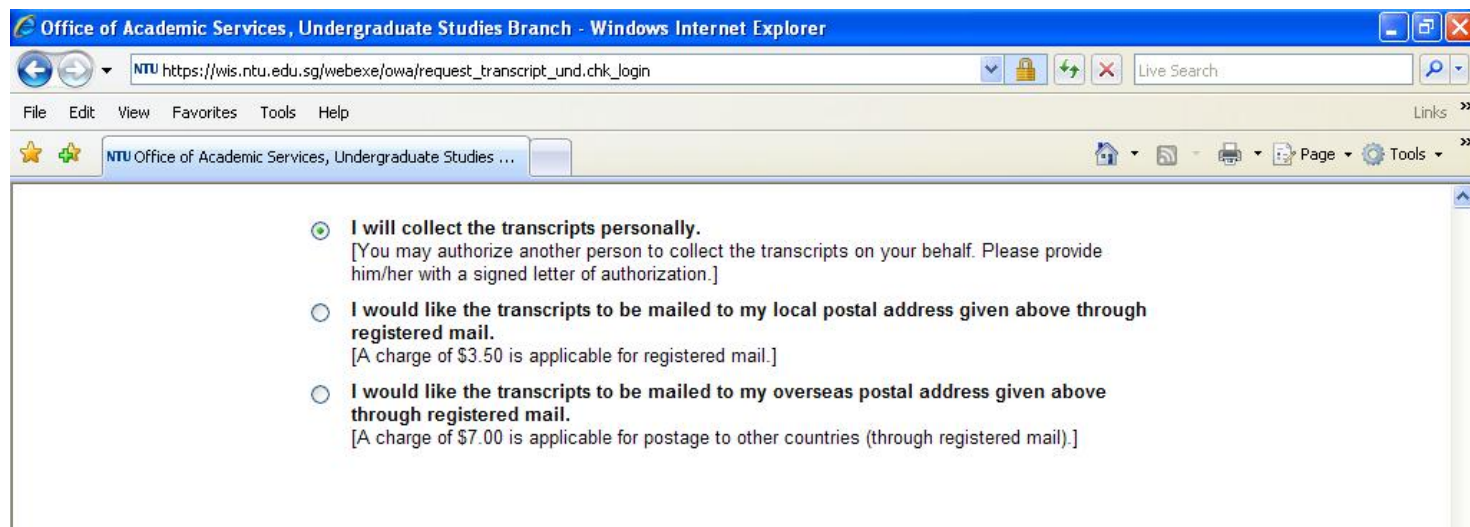
The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Office of Academic Services, Undergraduate Studies Branch - Windows Internet Explorer". The address bar shows the URL "https://wis.ntu.edu.sg/webexe/owa/request_transcript_und.chk_login". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a "Live Search" field. The main content area displays a form with two numbered options:

(i) **Number of copies of transcripts sealed in envelopes:**
[Each transcript will be sealed in a separate envelope with the official NTU seal.]

(ii) **Number of copies of transcripts sealed in envelopes with universities' transcript request forms:**
[One copy of transcript will be sealed with each transcript request form in a separate envelope. For special cases where the university requires more than one copy of transcript to be submitted with each transcript request form, please provide detailed instructions in the text area below. Please ensure that the transcript request forms are submitted to OAS with a note specifying your name, matriculation number and contact details. Otherwise, processing of your request may be delayed.]

Below the instructions is a large, empty text area with a vertical scrollbar on the right side.

Step 5: Please indicate your preferred mode of collection.



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Office of Academic Services, Undergraduate Studies Branch - Windows Internet Explorer". The address bar contains the URL "https://wis.ntu.edu.sg/webexe/owa/request_transcript_und.chk_login". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also shows "NTU Office of Academic Services, Undergraduate Studies ...". The main content area displays a form with three radio button options:

- I will collect the transcripts personally.**
[You may authorize another person to collect the transcripts on your behalf. Please provide him/her with a signed letter of authorization.]
- I would like the transcripts to be mailed to my local postal address given above through registered mail.**
[A charge of \$3.50 is applicable for registered mail.]
- I would like the transcripts to be mailed to my overseas postal address given above through registered mail.**
[A charge of \$7.00 is applicable for postage to other countries (through registered mail).]

Step 6: Please indicate your preferred mode of payment and click “Next”.

Office of Academic Services, Undergraduate Studies Branch - Windows Internet Explorer

NTU https://wis.ntu.edu.sg/webexe/owa/request_transcript_und.chk_login Live Search

File Edit View Favorites Tools Help Links >>

NTU Office of Academic Services, Undergraduate Studies ...

Home RSS Print Page Tools >>

Payment

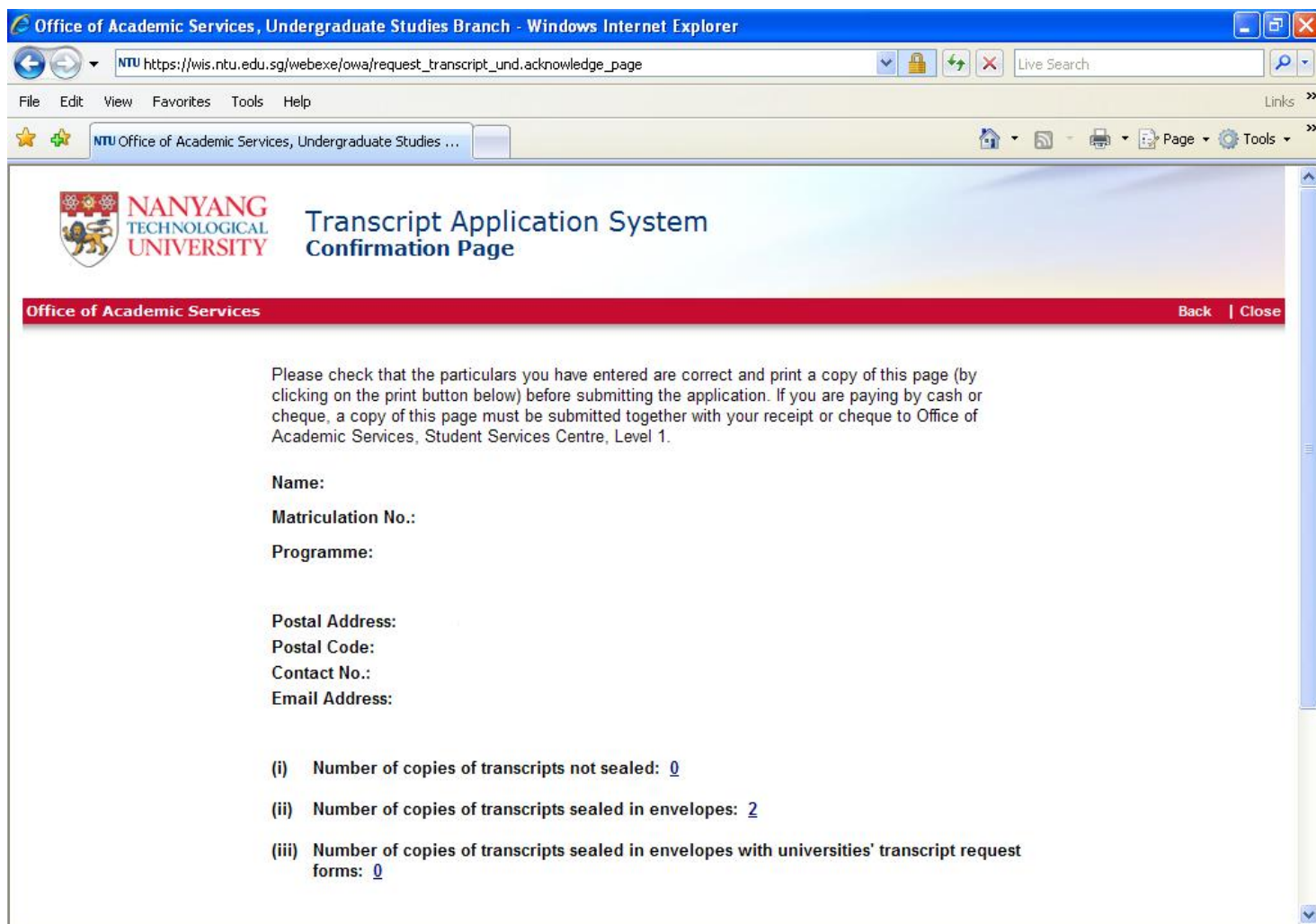
A nominal charge is imposed for each copy of transcript. Please refer to the table below for the charges.

Category of Student	Price (per copy of transcript)
Graduates	\$5.35
Current Students	\$2.15
Students who did not complete programme	\$2.15
Students in Non-Graduating Programmes	\$5.35

Please proceed with your payment promptly upon submission of your application. Payments made are non-refundable.

- I will pay by cash at the Office of Finance (Student Services Centre Level 3).
- I will pay by cheque (or bank draft drawn in Singapore Dollars).
- I will pay by credit card.

Step 7: You will be directed to the confirmation page. Please check your particulars and request. If all the details are correct, please print this page and submit your request.



The screenshot shows a Windows Internet Explorer browser window. The title bar reads "Office of Academic Services, Undergraduate Studies Branch - Windows Internet Explorer". The address bar shows the URL "https://wis.ntu.edu.sg/webexe/owa/request_transcript_und.acknowledge_page". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The address bar also contains a "Live Search" field. Below the browser window, the page content is displayed. At the top left is the NTU logo, which includes a lion and the text "NANYANG TECHNOLOGICAL UNIVERSITY". To the right of the logo is the page title "Transcript Application System Confirmation Page". Below the title is a red horizontal bar with the text "Office of Academic Services" on the left and "Back | Close" on the right. The main content area contains the following text: "Please check that the particulars you have entered are correct and print a copy of this page (by clicking on the print button below) before submitting the application. If you are paying by cash or cheque, a copy of this page must be submitted together with your receipt or cheque to Office of Academic Services, Student Services Centre, Level 1." Below this text are several labels for user input: "Name:", "Matriculation No.:", "Programme:", "Postal Address:", "Postal Code:", "Contact No.:", and "Email Address:". At the bottom of the page, there are three numbered items: "(i) Number of copies of transcripts not sealed: 0", "(ii) Number of copies of transcripts sealed in envelopes: 2", and "(iii) Number of copies of transcripts sealed in envelopes with universities' transcript request forms: 0".

Office of Academic Services Back | Close

Please check that the particulars you have entered are correct and print a copy of this page (by clicking on the print button below) before submitting the application. If you are paying by cash or cheque, a copy of this page must be submitted together with your receipt or cheque to Office of Academic Services, Student Services Centre, Level 1.

Name:
Matriculation No.:
Programme:

Postal Address:
Postal Code:
Contact No.:
Email Address:

(i) Number of copies of transcripts not sealed: 0
(ii) Number of copies of transcripts sealed in envelopes: 2
(iii) Number of copies of transcripts sealed in envelopes with universities' transcript request forms: 0


Step 8: After you have submitted your request, you will be further directed to the payment page. If you are paying by cash or cheque, there will be instructions to guide you on the payment. If you are paying by credit card, you will be directed to the worldpay page for your payment.

Office of Academic Services, Undergraduate Studies Branch - Windows Internet Explorer

NTU https://wis.ntu.edu.sg/webexe/owa/request_transcript_und.submit_payment

File Edit View Favorites Tools Help

NTU Office of Academic Services, Undergraduate Studies ...

 **NANYANG TECHNOLOGICAL UNIVERSITY** Transcript Application System
Payment Page (Cash)

Office of Academic Services [Back](#) | [Close](#)

Please make your payment at the Office of Finance (Student Services Centre Level 3). After that, please submit the receipt and a copy of your Confirmation Page to OAS. OAS is located at Student Services Centre Level 1, 42 Nanyang Avenue, Singapore 639815.

[Next](#)

[Close](#)

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