



Request Form for Additional Services

Student Information

Click or tap here to enter text.	Student ID	Click or tap here to enter text.	Full Name
Click or tap here to enter text.	College	Click or tap here to enter text.	National ID
Click or tap here to enter text.	Year of Graduation	Click or tap here to enter text.	Program
Click or tap here to enter text.	Mobile Number	Click or tap here to enter text.	University Email

If the requester is not the student, please complete the following section with the requester's information and attach an official authorization letter signed by the student.

Third-Party Requester Details

Click or tap here to enter text.	Country	Click or tap here to enter text.	Organization Name
Click or tap here to enter text.	Official Email	Click or tap here to enter text.	Authorized Representative
Click or tap here to enter text.	Purpose of Request	Click or tap here to enter text.	Contact Number

To get the application in word scan the following barcode:





Additional Services

Amount	Number	Service Allowance	Service
Delivery Services			
	0	115	Document delivery within the Kingdom via mail
Certificate Issuance Services			
	0	460	Issuance of Graduation Certificate (Replacement for Damaged, Lost, or Data Correction)
	0	1725	Reissuance of Graduation Certificate after the first issuance (Replacement for Damaged, Lost, or Data Correction)
	0	11.50	Issuance of Certified True Copy of the Graduation Certificate
	0	23	Issuance of Academic Transcript (Arabic or English – Certified True Copy)
Certificate Verification and Endorsement Services			
	0	23	Issuance of "To Whom It May Concern" Certificate (Graduate Verification)
	0	23	Issuance of Study Verification Letter in English
	0	23	Completion and Endorsement of the World Education Services (WES) Form for Scholarship or International Verification Purposes
	0	23	Completion and Endorsement of Graduate Information Verification Form for Local or International Entities
	0	115	Issuance of Customized Certificates Requiring Specialized Wording
	Total Amount		All additional service fees include value-added tax (VAT).



Instructions

- 1. The completed service request form must be submitted via email to the Graduate Unit at:**
DGS.Graduate@iau.edu.sa
- 2. Ensure that all required fields and declarations in the form are properly filled out before submission.**
- 3. Attach the supporting documents according to the type of service requested, along with the payment receipt, as follows:**
 - **For issuance or reissuance of a graduation certificate (Lost / Damaged / Data Correction):**
 - Copy of the National ID or Iqama
 - Copy of the passport
 - Copy of the original certificate (if available)
 - Official supporting documents for any name or data correction requests
 - **For issuance of a verification letter or endorsement of an external form (such as WES or verification agencies):**
 - Attach a clear copy of the documents or forms to be completed and student authorization letter to the concerned entity
 - **For document delivery within or outside the Kingdom:**
 - Complete the mailing address form below in both Arabic and English
 - Ensure that all information provided is accurate
- 4. Graduates may request free correction of certificate data within 30 days from the date of receipt. After this period, additional service fees will apply as indicated in this form.**
- 5. Service fees are non-refundable once the service has been completed.**
- 6. Service fees must be transferred to the bank account below, and the payment receipt must be attached when submitting the request via email.**

Bank Transfer Details

Imam Abdulrahman Bin Faisal University – Deanship of Graduate Studies

The Saudi National Bank (SNB)

IBAN: SA97 1000 0079 5005 1105 0000



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

عمادة الدراسات العليا
Deanship of Graduate Studies

Mailing Address Information

Internal Mail Delivery Information

Click or tap here to enter text.	City	Click or tap here to enter text.	Full Name
Click or tap here to enter text.	Mobile Number	Click or tap here to enter text.	District Name



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Declaration

I, the undersigned, declare that all information and attachments provided in this request are true and accurate, and I accept full legal responsibility for any false or incomplete data.

I confirm that the mailing address provided is correct and accept full responsibility for any error or omission, including the cost of reshipment.

I acknowledge that the Deanship of Graduate Studies bears no liability for any delay, loss, or financial/legal consequences resulting from incorrect or incomplete information, and that paid service fees are non-refundable once the service is completed.

Click or tap here to enter text.

Full Name

Click or tap to enter a date.

Date of Submission



Signature