



### Academic Records Request Form

**A. For Applicants:** This form is provided to facilitate the release of your academic records by your academic institution. You are responsible for contacting your academic institution directly.

1. Complete the top part of this form. You must include your WES reference number.
2. Submit this form to the registrar/controller of examinations or other authorized official where you obtained your credential(s).
3. Print additional copies of this form as necessary.

<b>WES Reference No. (required): 6352669</b>		
Last/Family Name <b>Gupta</b>		First/Given Name <b>Sarthak</b>
Previous Name (if applicable)	Date of Birth (dd/mm/yyyy) <b>16/05/1990</b>	E-mail <b>guptaasarthak@gmail.com</b>
Institution Name <b>MITSDE</b>	Country <b>India</b>	Dates Attended From <b>06/2019</b> To <b>04/2022</b> (mm/yyyy) (mm/yyyy)
Degree Name (if applicable) <b>PGDM</b>	Year of Award (if applicable) <b>2022</b>	Major <b>Finance</b>
Student ID or Roll Number at sending institution (if applicable) <b>MIT2018E02150</b>		

I hereby authorize the release of my academic records to World Education Services.

Applicant's Signature: *S. Gupta*

Date: 01/05/2024

**B. For Authorized Officials:** The person named above requests that their academic records be released to World Education Services. His or her records/statement of marks should show all subjects completed and all grades/marks awarded for all years of study.

1. Please complete this form.
2. Place this form and academic record(s) in an envelope.
3. Sign and seal the envelope across the back flap.

Institution Name:	
Degree obtained: (if applicable)	Date awarded: (month/yr):
Name of Official Completing Form (please print or type)	Title
Telephone	E-mail

Authorized signature and seal: \_\_\_\_\_

Date: \_\_\_\_\_

Yes. The applicant's academic records are attached to this form.

Please send this form and academic records directly to WES using one of the addresses below:

**By Postal Mail:**

WES Reference No. 6352669  
WES Global Documentation Centre  
PO BOX 2008 STN MAIN  
Newmarket ON, L3Y 0G5  
Canada

**By Express Courier:**

WES Reference No.. 6352669  
WES Global Documentation Centre  
14-145 Industrial Pkwy South  
Aurora ON, L4G 3V5  
Canada