## University of the Southern Caribbean

PO Box 175, Port of Spain. TRINIDAD Contact: 1.868.662.2241 ext. 2208/2211/2225

## TRANSCRIPT REQUEST

(For students who graduated from, or are currently pursuing a CUC/USC degree)

Date:	D D M M Y Y	Number of copies			
USC/CUC ID#:		Date of Birth:			
Name:					
Address:					
Phone: Email:					
Degree: AS/BA/BS/Other [ ] Program of Study:					
Date of Admission: M M Y Y Y Y Date of Graduation/Withdrawal: M M Y Y Y Y					
If person making request is not student:					
Name:					
Contact:					
Transcripts to be sent to: (If address is different from above)					
Address 1.					
Address 2.					
Student Signatu	re:				

<sup>\*</sup>Please see overleaf

## INSTRUCTIONS FOR PROCESSING TRANSCRIPT REQUEST

## Please read these instructions carefully and complete the form overleaf

1.	COST. Transcripts cost 30TTD per copy.		to callest an my babalf		
	<ul><li>I Will Collect/Please permit</li><li>Please Deliver (Ministries &amp; Organiza</li></ul>		to collect on my behalf.		
	Please Mail	itions within Tilliada (	SIVETY		
	Regular				
Express – (International ONLY) Additional Cost:					
	Caribbean/Virgin Islands – 250TTD	USA – 275TTD	UK/Canada – 300TTD		
2.	2. <b>PROCESSING.</b> Transcripts are processed in 3-5 business days. Notices will be sent via email when transcripts are available for collection. NB: Collections are to be made on indicated days.				
3. <b>DISCREPANCIES.</b> Transcript requests will not be processed if there is an outstanding financial obligation or grade irregularities. Approval from the Finance Department will be evident by the affixed stamp and signature of one of its officers.					
<ol> <li>AUTHENTICATION. Students' Signature must be affixed before processing can occur. Students who are overseas can submit their requests via;         <ul> <li>(i) Signed scanned email to aguilleral@usc.edu.tt / frection@usc.edu.tt / griffith@usc.edu.tt</li> <li>(ii) Fax to 1(868) 662-1197 / 1(868) 662-2206</li> <li>(iii) Third Party with Letter of Authorization</li> </ul> </li> </ol>					
5. <b>PAYMENT INFORMTION.</b> Local payments can be made at the University Cashier or via bank deposit. Bank Information: If paying in TT dollars: RBC – 1000-810-705-3657-6.  If paying in US dollars: RBC – 1000-180-103-1657-3/ RBL – 002-1106-2064					
		NCE OFFICE	·		
Date: _					
Financ	ial Clearance:				
FOR OFFICIAL USE ONLY					
	RECO	ORDS OFFICE			
Date Returned to Records Office:		Rece	ipt Number:		
Officer Receiving Request:		Regu	lar: Express:		
Officer Completing Request:		Date	Mailed/Collected:		
Comme	ents:				