



THE UNIVERSITY OF THE WEST INDIES
 ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES
OFFICE OF THE CAMPUS REGISTRAR
STUDENT AFFAIRS (EXAMINATIONS)

TELEPHONE: (1-868) 662-2002 ext. 3017 FAX: (1-868) 645-8649 E-mail: transcripts@sta.uwi.edu, web site: <http://sta.uwi.edu>

TRANSCRIPT REQUEST FORM (tick one): STUDENT COPY/OFFICIAL COPY

(Note: You are responsible for the accuracy of the information on this form. Please print clearly)

Official Transcripts are issued ONLY to Public Corporations and/or Institutions

Cost per copy transcript TT\$30.00/US\$6.00: Cost per Fax TT\$30.00 or US\$6.00. We accept Cash, Cheques or International Money orders. UWI St. Augustine Campus, process transcripts ONLY for St. Augustine Graduates.

Request cannot be processed if a student has a financial hold; due to a balance on your account. (Please contact the Bursary's Office at 662-2002 (x 3280/3281) before submitting the request to resolve any holds.)

Student's Number: _____ Phone: _____ E-mail Address _____

Faculty: _____ School: _____ D.O.B: _____ : Period: _____

Name: _____
 (Last) (First) (Middle Initial/s)

Current Address: _____
 (City) (State) (Zip Code)

I would like to request _____ copies of my transcript Mailing Address: _____

Please process this request:

- processed within five (5) Working Days
 (In Some cases Transcripts may take Longer)
- processed after Semester's grades are declared official
- after this semester's grades are posted
- after degrees are posted

Fax: _____

To obtain:

- I will pick up my transcript/s Please Fax
- Please mail my transcript/s I have included an attachment
- I will collect Official copy in a Tamper Proof envelope Please send via Courier Service

I give _____ permission to pick up my transcript/s
 (This person's ID will be checked)

 For Official use Only

Signature: _____

Date paid: _____
 Receipt no: _____
 Amt paid: _____
 Received by: _____

Date: _____

Date/Dispatched by: _____