



MISCELLANEOUS ADMINISTRATIVE CHARGES

The following charges would apply for processing of documents, letters from the Student Affairs (Admissions) and Examinations Offices.

Document Service Fee Schedule

SERVICES	COST (PER COPY) TT\$/US\$
1. CERTIFICATION OF DEGREE	TT\$15.00 / US\$3.00
2. TRANSCRIPT	TT\$30.00 / US\$6.00
3. VERIFICATION LETTER (COMPLETION OF DEGREE)	TT\$30.00 / US\$6.00
4. REPLACEMENT CERTIFICATE	TT\$1150.00 / US\$175.00
5. STATUS LETTER (ACADEMIC STATUS)/IMMIGRATION LETTER	TT\$30.00 / US\$6.00
6. VISA LETTER	TT\$30.00 / US\$6.00
7. FACSIMILE SERVICE	TT\$30.00 / US\$6.00
8. RUSH /SAME-DAY	TT\$60.00 / US\$12.00

Procedure for Document Service Requests:

Complete and return the specific request form with the receipt/cheque payment to:
The Customer Service Representatives, Ground Floor, Student Administration Building
OR FAX to Student Affairs (Admissions) at 1 (868) 645-4611
OR the Examinations Office at 1 (868) 645 8649.

Payment can be made as follows:

The Cashier, Bursary, Ground Floor, Student Administration Building **OR**
By International Money Order or Bank draft or Certified Cheque made payable to:
The University of the West Indies, St. Augustine Campus

Processing Time:

Certification of Degree:	One (1) working day
Transcript:	Five (5) Working days
Verification Letter:	Three (3) Working days
Status/Immigration Letter:	Two (2) Working days
Visa Letter:	Two (2) Working days
Replacement Certificate:	Seven (7) Working days

NOTE

- RUSH/Same Day requests will be ready by 4:00 p.m. on the same day if requested before noon
[Special conditions apply]
- Requests cannot be processed if a student has any type of hold on his/her account e.g. AR (Accounts Receivable), Immunization/Medical, Library fine, Dean's/Registrar's HOLDS. Please contact Student Accounts, Bursary, Student Administration Building at 1 (868) 662 2002 Exts. 83380/83381/83379 to resolve Accounts Receivable (AR) Holds prior to submission of request.
- Visa letters are NOT issued to students in their final year of full-time study or to part-time/ Evening University students.