



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. 84208/83017/83805 E-mail: [transcripts@sta.uwi.edu](mailto:transcripts@sta.uwi.edu).

## TRANSCRIPT REQUEST FORM

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

**Official Transcripts are issued ONLY to Organization/Agencies/Institutions**

**Cost per transcript (per programme) TT\$42.00/US\$6.00**

NAME: \_\_\_\_\_  
(SURNAME) (FIRST NAME) (MIDDLE INITIALS) (MAIDEN NAME) (MR./MS./MRS.)

**NAME MUST MATCH NAME AS OF LAST REGISTRATION PERIOD**

STUDENT'S I.D. NUMBER: \_\_\_\_\_ D.O.B: \_\_\_\_\_

CONTACT NO.: \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_ (H)

E-MAIL ADDRESS: \_\_\_\_\_  
*(CURRENT STUDENTS USE MY.UWI.EDU E-MAIL ADDRESS ONLY. OTHER APPLICANTS USE AN UP TO DATE EMAIL ADDRESS)*

FACULTY: \_\_\_\_\_ PROGRAMME: \_\_\_\_\_ PERIOD OF STUDY (YEAR): \_\_\_\_\_

(PLEASE TICK)  Certificate  Diploma  Undergraduate  PG Diploma  Masters  PH.D

**STUDENT COPY**  Number of Copies \_\_\_\_\_ **OFFICIAL COPY**  Number of copies: \_\_\_\_\_

Address (**Student Copy**) \_\_\_\_\_

Please process this request: Name and Address of Institution (**Official Copy**) \_\_\_\_\_

processed within five (5) Working Days \_\_\_\_\_

(except for the Faculty of Medical Sciences ten (10) working days) \_\_\_\_\_

processed after Semester I grades are declared official \_\_\_\_\_

processed after Semester II grades are declared official \_\_\_\_\_

processed after Summer grades are declared official \_\_\_\_\_

after degrees are awarded and posted \_\_\_\_\_

**To obtain:**

Please Email Email: \_\_\_\_\_

Please send via Courier Service (Regionally/Internationally)  I have included an attachment  
(additional cost to be obtained from the online payment facility)

Please mail my transcript **locally**, within Trinidad and Tobago, via TTPOST (see general information)

**For Official Use Only.**

Signature: \_\_\_\_\_ Date paid: \_\_\_\_\_ Date Dispatched: \_\_\_\_\_

Date: \_\_\_\_\_ Amt paid: \_\_\_\_\_ Dispatched by: \_\_\_\_\_

Received by: \_\_\_\_\_

## GENERAL INFORMATION

- An **official transcript** is sealed and signed and the name and mailing address of an Organization/Agency/Institution must be included. *The official email address of the recipient is also required.*
- Student copy transcripts are signed and either stamped or contains a watermark student copy imprint.
- Request for transcripts will not be processed if there is a financial hold /library fine/ course/s in progress on a graduate's/student's record; (Please contact the Bursary's Office at 662-2002 (x 84137/83380) Library (82132) or using the Bursary Help Desk <https://sta.uwi.edu/bursary/service-desk> before submitting the request to resolve any holds.)
- **Transcript request forms must be signed by the graduate/student with either an electronic or physical (wet ink) signature.**
- Transcripts will be processed **ONLY** on submission of proof of payment to the Transcripts Unit, Examinations Section or via email at [transcripts@sta.uwi.edu](mailto:transcripts@sta.uwi.edu) . Please submit proof of payment at the time of making the request. Transcripts are usually processed within five (5) working days of receipt of the request. (Except for the Faculty of Medical Sciences- ten (10) working days.  
(Processing time may vary depending on incomplete records)
- **The processing fee is TT\$42.00/US\$6.00 per transcript, per programme**, payable to The University of the West Indies by:
  - ❖ Online payment
  - ❖ Cash/Cheque
  - ❖ Bank Deposit

**For Online Payment Facility**, copy and paste this address into your browser **or an alternative browser:**  
(please note log in credentials - ID number nor password, are not required)

[https://secure.touchnet.net/C24203\\_ustores/web/classic/store\\_main.jsp?STOREID=17&SINGLESTORE=true](https://secure.touchnet.net/C24203_ustores/web/classic/store_main.jsp?STOREID=17&SINGLESTORE=true)

- **For payment via Republic Bank Limited Bank Deposit/Bank Transfer:**

TT Deposits  
Bank Name: Republic Bank Limited  
Bank Address: UWI, St. Augustine, Trinidad

**Account#: 160 284 614 001**  
Account Name: The University of the West Indies

**DO NOT USE REGISTRATION/ADMISSIONS BANK SLIPS TO PAY FOR TRANSCRIPTS.**  
**KINDLY USE REGULAR DEPOSIT SLIPS WITH THE ACCOUNT # GIVEN ABOVE.**

(when sending proof of payment to transcripts via bank deposit, you can also include [Shantal.Seecharan@sta.uwi.edu](mailto:Shantal.Seecharan@sta.uwi.edu))

- **TTPOST**  
You may visit a TTPPOST service centre and purchase two prepaid TTPPOST Trackpak envelopes. The first envelope purchased should be a legal sized TTPPOST TRACKPAK envelope on which you may write your mailing address. Please provide a complete mailing address and this empty TRACKPAK envelope will be used to insert and mail out your transcript. The second envelope of any size is simply to package the abovementioned envelope and mail to:  
Ms Nardia Thomas-Allain  
Examinations Section  
Office of the Campus Registrar  
Lloyd Braithwaite Student Administration Building  
The University of the West Indies  
St Augustine Campus  
St Augustine  
*Please enclose a note with your specific requests and student identification number to ensure accuracy in packaging.*
- **The University of the West Indies, St. Augustine Campus is not responsible for processing errors as a result of inaccurate, incomplete or illegible information provided on the transcript request.**