

INSTRUCTIONS FOR PROCESSING TRANSCRIPT REQUESTS

Please carefully read these instructions before completing the form

1. **ID NUMBER:** You need to list your Andrews University Id. Number (not USC /CUC) on this form.
 2. **FINANCIAL HOLDS** are placed on the record of all students at the time they are admitted into an Andrews University program of study. Transcripts will not be issued without approval from the Student Finance Office at USC, as evidenced by an affixed stamp and signature.
 3. **TRANSCRIPT REQUESTS FOR ALL NON-GRADUATED STUDENTS** must be submitted to the USC Records Office.
 4. **GRADE PROBLEMS:** Please ensure that you have no academic problems which would result in cancellation of your request. These include missing grades, deferred grades, incompletes and 'NC's.
 5. **FEES:**
 - **USC PROCESSING FEE:** TT \$31.50 per copy (payable through University Cashier or bank accounts listed below)
 - **SPECIAL SERVICES** (To be paid in the form of a USD bank draft made payable to "Andrews University" and submitted to USC with the request):
 - **24-Hour Processing:** US \$31.00. If there are no holds or problems, the transcript leaves Andrews University within 24 business hours of receipt of request at AU.
 - **Express Delivery:** UPS to Trinidad/ Caribbean – US \$21.00
 - **24-Hour Processing and Express Delivery:** US \$52.00
- NOTE:** Free USPS (United States Postal Service) mailing from the USA to Trinidad can take up to 6 weeks and receipt is not guaranteed, nor is it able to be tracked.
6. **PAYMENT INFORMATION:** Local payments can be made at the University Cashier or via bank deposit. A copy of the bank deposit slip must accompany the request.
 - **If paying in TT dollars:** RBC – 1000-810-705-3657-6.
 - **If paying in US dollars:** RBC – 1000-180-103-1657-3 or RBL – 002-1106-2064

For Official Use Only

(Obtain Stamp and Signature from Student Finance and Return Form to Records Office)

Does the student have a Debit Balance? [] YES [] NO If yes, state amount: \$ _____

Student Finance Officer

Date

Returned to Records Office on: _____

Receipt Date: _____

Receipt No.: _____

Name of Officer Receiving Request: _____

Comments: _____