

INSTRUCTIONS FOR PROCESSING TRANSCRIPT REQUEST

Please read these instructions carefully and complete the form overleaf

1. **COST.** Transcripts cost 30TTD per copy.

I Will Collect/Please permit _____ to collect on my behalf.

Please Deliver (Ministries & Organizations within Trinidad ONLY)

Please Mail

Regular

Express – (International ONLY) Additional Cost:

Caribbean/Virgin Islands – 250TTD

USA – 275TTD

UK/Canada – 300TTD

2. **PROCESSING.** Transcripts are processed in 3-5 business days. Notices will be sent via email when transcripts are available for collection/processed for disbursement. NB: Collections are to be made between 2pm-5pm on indicated days.

3. **DISCREPANCIES.** 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.

4. **AUTHENTICATION.** Students' Signature must be affixed before processing can occur.

Students who are overseas can submit their requests via;

(i) Signed scanned email to aguilleral@usc.edu.tt / frection@usc.edu.tt / griffith@usc.edu.tt

(ii) Fax to 1(868) 662-1197 / 1(868) 662-2206

(iii) Third Party with Letter of Authorization

5. **PAYMENT INFORMTION.** 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

FINANCE OFFICE

Date: _____

Financial Clearance: _____

FOR OFFICIAL USE ONLY

RECORDS OFFICE

Date Returned to Records Office: _____

Receipt Number: _____

Officer Receiving Request: _____

Regular: ___ Express: ___

Officer Completing Request: _____

Date Mailed/Collected: _____

Comments:
