

ANDREWS UNIVERSITY AFFILIATION AND EXTENSION
University of the Southern Caribbean Extension
Berrien Springs MI, 49104 U.S.A/P.O. Box 175, Port of Spain, TRINIDAD W.I.

TRANSCRIPT REQUEST
(for current students on the affiliated program)

Please read and follow all instructions overleaf and provide all the information on this form.

Request Date: _____

Name: _____ AU ID # _____

Address:

Phone contact: _____ Email address: _____

Area of study: _____ Year of graduation: _____ Associate ()
Bachelor's ()

Signature: _____

() Number of copies () Mail transcript now

() Special instructions: _____

Please PRINT addresses clearly (if different from above)

1 _____

2 _____

3 _____

4 _____

For Official Use Only

Does the student have a debit Balance? YES () NO () If yes, please state the amount \$ _____

Director Student Finance Date

Received by Finance on: _____ Returned to Records on: _____

Signature: _____

Receipt Date: _____

Name of officer accepting this request: _____
(Write full name)

INSTRUCTIONS FOR PROCESSING TRANSCRIPT REQUEST

Please read these instructions and complete the form overleaf.

1. You need to know your Andrews University Identification Number to complete this form
2. Your transcript will only be released upon approval from the Finance Department; this will be evidenced by an affixed stamp from one of its officers.
3. Please ensure that all of your grades have been submitted and are available on IUTUS before making a request, **your application will not be processed if you are found to be lacking any grades.** If found in breach of this, you will have to resubmit an application when the grades become available.
4. Cheques and international money orders should be accompanied by clear written instructions from the applicant, identifying how much money is being sent and its specific intent, (e.g. payment for one transcript).

For current Students: A USC cashier's receipt for \$31.50TT

For other special services:

- a. Priority Preparation(24 hours service) Fee US\$20 (15-20 days Delivery)
- b. Priority Preparation & Express to the Caribbean US\$48 (one week delivery)

NOTE: Fees for any of the special services are paid in the form of a bank draft at any one of the local financial institutions made payable to "**Andrews University**" and submitted to USC with the application.

5. Failure to complete the form overleaf exactly as requested or failure to follow all of the instructions above will result in the rejection of your application.
6. Specific requests for inclusion of transfer course titles must be attached to the graduation application, for transfer course titles to be included on the transcript.
If not specifically requested only the total number of transfer credits will be stated.
7. The USC Records Office is pleased to serve you. Providing the required information will hasten the release of your transcript.
8. Please contact us by phone 662-8712 ext 2218