



Transfer Credit: SERVICE REQUEST

We apologize for not being able to speak with you in person. Nevertheless, we promise to accelerate your request as fast as we can. Please provide the information requested below.

Kindly complete and leave request with the Receptionist.

Date: _____

Name: _____ USC ID: _____

Please write your email address clearly: _____

Please provide your phone contact numbers.

Home	Work	Mobile	Fax

Other names under which your records may appear: _____

Program of Study: _____

Request classification:

<input type="checkbox"/> Urgent	<input type="checkbox"/> Very Urgent	<input type="checkbox"/> Needed within 24 hours	<input type="checkbox"/> Other
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State reason for the urgency:

Signature: _____

Signature: _____ **Date:** _____

Telephone Contact: 662-2241 ext 2214 or 2202

Email Address: lmentore@usc.edu.tt