



# University of the Southern Caribbean

PO Box 175, Port of Spain. TRINIDAD  
Contact: 1(868)662-2241 ext. 2208/2225

## DIPLOMA REPLACEMENT

**This request produces a DUPLICATE COPY of your diploma and will indicate such.**  
(For students who graduated from Caribbean Union College/The University of the Southern Caribbean)

CUC/USC ID#: \_\_\_\_\_ Date: \_\_\_\_\_

Current Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Name While Attending: \_\_\_\_\_  
(If Different)

Program of Study: AA  AS  BA  BBA  B.Ed.  BS

Post-Graduate Diploma  MA  MBA  MS  Other: \_\_\_\_\_

Graduation Date: \_\_\_\_\_

Reason for Replacement: Lost  Damaged  Stolen

**Note: In the case of lost or stolen diplomas, a copy of an affidavit or police report must be attached. In the instance of damage, please return the damaged diploma along with this form.**

Mailing Address: \_\_\_\_\_

Street Address  
(P.O Box **NOT** Allowed)

\_\_\_\_\_  
City State/Zip Country

Contact: Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

Please attach one of the following forms of identification:

National I.D  Drivers Permit  Passport

Please select one of the following:

Please mail (Express Only)

I will collect

I hereby authorize \_\_\_\_\_ to collect on my behalf.

PRINT NAME

**NB: Individuals authorized to collect must produce photo identification before doing so. If the authorized person's name is not listed on this form, a signed authorization letter from requester is required.**

PTO

**AUTHENTICATION**

Students' Signature must be affixed before processing can occur.

Students who are overseas can submit their request form via;

- Email to [frection@usc.edu.tt](mailto:frection@usc.edu.tt) or [aguilleral@usc.edu.tt](mailto:aguilleral@usc.edu.tt)
- Third Party with Letter of Authorization

**COST & PROCESSING**

Replacement Diplomas cost 50USD, 90USD if to be mailed. Replacement Diplomas are processed in 5-7 business days. Notices will be sent via email when available for collection or with tracking number for those that are mailed.

**PAYMENT INFORMATION**

Local payments can be made at the University Cashier, via bank deposit or through wire transfer.

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

Wire Information:

**USD DOLLAR TRANSACTION**

RBC Royal Bank, Eastern Main Road, St Augustine, Trinidad, W.I. Swift Code –RBTTTTTPX. Bank of New York, 48 Wall Street, NY, NY, USA. ABA# 021-000-018 to credit A/C # 890-0016-329 in the name of RBC Bank T&T Ltd. For further credit to A/C # 1000 180 103 16573 in the name of Caribbean Union College

**UK POUND/STERLING TRANSACTION**

RBC Royal Bank, Eastern Main Road, St Augustine, Trinidad, W.I. Swift Code –RBTTTTTPX. National Westminster Bank PLC, Devonshire Square, London, EC2M 4XB, GB. Swift Code-NWBKGB2L in the name of RBC Bank T&T Ltd. For further credit to A/C # 1000 180 103 16573 in the name of Caribbean Union College.

**EURO TRANSACTION – through BELGIUM**

RBC Royal Bank, Eastern Main Road, St Augustine, Trinidad, W.I. Swift Code –RBTTTTTPX. ING Belgium NZ/SA Marnix Building, 1050 Brussels Belgium. Swift Code-BBRUBEBB010 in the name of RBC Bank T&T Ltd. For further credit to A/C # 1000 180 103 16573 in the name of Caribbean Union College.

**EURO TRANSACTION – through GERMANY**

RBC Royal Bank, Eastern Main Road, St Augustine, Trinidad, W.I. Swift Code –RBTTTTTPX. Deutsche Bank AG, 60262 Frankfurt AM Main, Germany. Swift Code-DEUTDEFF in the name of RBC Bank T&T Ltd. For further credit to A/C # 1000 180 103 16573 in the name of Caribbean Union College.

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**I have carefully read the information outlined on this form and desire to proceed with my request.**

Signature: \_\_\_\_\_

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**FOR OFFICIAL USE ONLY**

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Date Returned to Records Office: \_\_\_\_\_

Officer Receiving Request: \_\_\_\_\_

Receipt Number and Value: \_\_\_\_\_ Date Mailed/Collected: \_\_\_\_\_

Comments: \_\_\_\_\_

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