



## Office of the Registrar Diploma Collection and Regalia Return

Dear 2021 Graduates:

2021 Diplomas will be available for collection from Tuesday, August 3, 2021. Students are asked to be guided by the following:

1. **All students must be financially cleared in order to uplift their diploma.**
2. **Students must return graduation regalia in order to collect diploma:** If you are in possession of graduation regalia, you would be required to return the regalia as part of the diploma collection process. Please return the gown and hood **only**.
3. **Collection Methods:**
  - a. **In-Person Collection:** Diplomas can be collected at the Records Office, Monday - Thursday between the hours of 8:30am - 4:30pm.
  - b. **In the event a student is unable to collect their diploma:** Students may authorize someone else to collect on their behalf. The designated individual must have:
    - i. A signed authorization letter
    - ii. Valid identification (National ID, Driver's Permit or Passport)
  - c. **TTPost:** There is a flat rate of \$50.00TT for mailing diplomas via TTPost. Make payments at any of our extension sites and email receipt of payment to [frection@usc.edu.tt](mailto:frection@usc.edu.tt)
  - d. **FedEx:** The cost of the mailed diploma must be covered by the student. Due to COVID-19, FedEx mailing rates may fluctuate and can only be provided closer to the date of dispatch (See table below for approximate cost).

<b>Destination</b>	<b>Approximate cost (TT)</b>
United States of America (USA)	\$310.00TT
United Kingdom (UK) and Canada	\$350.00TT
Caribbean Islands except Jamaica & Nevis	\$258.00TT
Jamaica & Nevis	\$300.00TT
Any other territory please inquire via email to <a href="mailto:frection@usc.edu.tt">frection@usc.edu.tt</a>	

### **PAYMENT OPTIONS**

- **Payments Through Aeorion – Credit Card Payments only:**
  - Logon to Aeorion. --> Go to Finance --> Select Pay with Credit Card.
  - Enter card details and billing information.
  - Select Pay Now.
  - Payment confirmation is sent to email provided.
- **USC Cashier Monday – Thursday – 8:30 am – 5:00pm**
- **Payments at the Bank – TT Dollar Payments:**
  - RBC Royal Bank Account Number: 1000-810-705-3657-6.
  - Republic Bank Account Number: 3501-927-21603
- **Online transfers – TT Dollar Payments:**
  - RBC Royal Bank Account Number: 1000-810-705-3657-6.
  - Republic Bank Account Number: 3501-927-21603
- **International Wire Transfers - (USD) Payments:**
  - RBC Royal Bank, Eastern Main Road, St Augustine 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, Swift Code –RBTTTTPX in the name of University of the Southern Caribbean.
- **Extension Sites payment– Linx payments can be made at our extension sites**
  - Extension Sites Bank Account Numbers**
  - Guyana Site- Scotiabank Account # 48015
  - Barbados Site- RBC Barbados Account # 14645057

- St. Lucia Site- RBC St. Lucia Account# 9475-1022771  
Antigua Site – RBC Antigua Account# 1021211

**Cap and Tassel**

If you did not get the opportunity to take official graduation photos due to Covid-19 protocols, your cap and tassel will be included as part of your diploma package.