



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 (East-West) Trinidad ONLY]

Please Mail:

Regular – (Local or International)

Express – (International) **variant additional cost dependent on territory:**

Caribbean/Virgin Islands – 250TTD

USA – 275TTD

UK/Canada – 300TTD

2. **PROCESSING.** Transcripts are processed in 3-5 business days. Processing days begin on the day after submission of requests. Notices will be sent via email when processing is complete.

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](mailto:aguilleral@usc.edu.tt) / [frection@usc.edu.tt](mailto:frection@usc.edu.tt)

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

(iii) Third Party with Letter of Authorization

5. **PAYMENT INFORMATION.** 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_