University of the Southern Caribbean

PO Box 175, Port of Spain. TRINIDAD Contact: 1.868.662.2241 ext. 2208/2211/2225

TRANSCRIPT REQUEST

(For students who graduated from, or are currently pursuing a CUC/USC degree)

Date:	D D M M Y Y	Number of copies			
USC/CUC ID#:		Date of Birth:			
Name:					
Address:					
Phone: Email:					
Degree: AS/BBA/BS/Other [] Program of Study:					
Date of Admission: M M Y Y Y Y Date of Graduation/Withdrawal: M M Y Y Y Y					
If person making request is not student:					
Name:					
Contact:					
Transcripts to be sent to: (If address is different from above)					
Address 1.					
Address 2.					
Student Signatu	re:				

^{*}Please see overleaf

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 & Organ					
	Please Mail:					
	Regular – (Local or International)					
	Express – (International) <u>v</u>	ariant additional cost de	pendent 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.	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 / frection@usc.edu.tt					
	(ii) Fax to 1(868) 662-1197 / 1(868					
	(iii) Third Party with Letter of Auth	-				
5.	5. PAYMENT INFORMATION. Local payments can be made at the University Cashier or via bank deposit.					
	Bank Information: If paying in TT dollars: R	RBC - 1000-810-705-3657	-6.			
If paying in US dollars: RBC – 1000-180-103-1657-3/ RBL – 002-1106-2064						
FINANCE OFFICE						
Date:						
Financ	ial Clearance:					
						
FOR OFFICIAL USE ONLY						
	RE	CORDS OFFICE				
Date Returned to Records Office:			pt Number:			
Officer Receiving Request:			ar: Express:			
Officer Completing Request:			Mailed/Collected:			
Commo	ents:					