



**SHORTWOOD TEACHERS' COLLEGE**

77 Shortwood Road

Kingston 8

Telephone: 1-876-924-1095-7 | Fax: 969-5540

**TRANSCRIPT REQUEST FORM**

NAME OF APPLICANT AS USED IN COLLEGE

SURNAME	FIRST NAME	MIDDLE NAME
MARRIED NAME	DATE OF BIRTH (DD/MM/YYYY)	ID#

OFFICIAL TRANSCRIPT – Please indicate the Name, Department, Faculty and Address of the institution(s) to be on the envelope for mailing.

1. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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NOTE: The applicant is responsible for the correct address and the transcript will be mailed accordingly. The copy can only be collected if it is requested along with an Unofficial (Student's) copy of your transcript.

AREA OF SPECIALIZATION

SECONDARY EDUCATION	<b>PROGRAMME</b> <input type="checkbox"/> B.ED <input type="checkbox"/> B.ED (ADVANCED CREDIT) <input type="checkbox"/> POST GRAD DIPLOMA (PROFESSIONAL STUDIES) <input type="checkbox"/> DIPLOMA <input type="checkbox"/> CERTIFICATE <input type="checkbox"/> COS PROGRAMME <input type="checkbox"/> ASSOCIATE DEGREE <input type="checkbox"/> CITE	Have you applied for a transcript before? <input type="checkbox"/> Yes <input type="checkbox"/> No  No. Copies _____  Transcript to be <input type="checkbox"/> Mailed <input type="checkbox"/> Collected  Applicants Telephone# _____  Applicant's Email Address _____
<b>OPTION</b> <input type="checkbox"/> EARLY CHILDHOOD EDUCATION  <input type="checkbox"/> PRIMARY EDUCATION <b>STATUS</b> <input type="checkbox"/> FULL TIME  <input type="checkbox"/> PART-TIME  <b>YEAR ATTENDED</b> _____ TO _____		

UNOFFICIAL TRANSCRIPT – This transcript cannot be sent or given to an institution and will be stamped Student's Copy. Please indicate the Name and Address of the Student requesting this transcript.

\_\_\_\_\_

TO AN INSTITUTION		STUDENT'S COPY	
REGULAR 10-12 BUSINESS DAYS	EXPRESS 5 BUSINESS DAYS	REGULAR 10-12 BUSINESS DAYS	EXPRESS 5 BUSINESS DAYS
Collected \$3,000.00	Collected \$3,200.00	Collected \$1,500.00	Collected \$1,700.00
Mailed (Inland) \$2,000.00	Mailed (Inland) \$2,200.00	Mailed (Inland) \$2,000.00	Mailed (Inland) \$2,200.00
Mailed (Overseas) \$2,500.00	Mailed (Overseas) \$2,700.00	Mailed (Overseas) \$2,500.00	Mailed (Overseas) \$2,700.00
USD \$12.00	USD \$14.00	USD \$12.00	USD \$14.00

RECIPIENT'S SIGNATURE: \_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_