



THE UNIVERSITY OF THE WEST INDIES

CAVE HILL CAMPUS, BARBADOS, WEST INDIES

STUDENT AFFAIRS (RECORDS)

TELEPHONE: (246) 417-4140/4141/4142/4143/4148/4932 FAX: (246) 425-1327/424-7392 E-mail: records@cavehill.uwi.edu

TRANSCRIPT /LETTER OF CERTIFICATION REQUEST FORM

INFORMATION

- 1. Official Transcripts are addressed ONLY to Organizations, Agencies and/or Institutions.
2. A request will not be processed if there is a financial hold/library fine/course(s) in progress on a student's record.
3. Transcripts will be processed ONLY when the original payment or an official receipt is submitted to the Records Section with the request. Please see reverse of form for all charges/fees.
4. The University of the West Indies, Cave Hill Campus does NOT email transcripts
5. The University of the West Indies is not responsible for processing errors as a result of inaccurate, incomplete or illegible information.

NAME: (SURNAME) (FIRST NAME) (MIDDLE INITIALS) (MR/Ms/MRS)

STUDENT'S I.D. NUMBER: D.O.B:

CONTACT NO.: (C) (W) (H)

E-MAIL ADDRESS:

FACULTY: PERIOD OF STUDY: START YEAR END YEAR

FACULTY: PERIOD OF STUDY: START YEAR END YEAR

[ ] GRADUATED [ ] DID NOT GRADUATE

\*IF FROM THE FACULTY OF MEDICAL SCIENCES, INDICATE IF YOU TRANSFERRED FROM MONA [ ] OR ST. AUGUSTINE [ ]

[ ] CERTIFICATE [ ] DIPLOMA [ ] UNDERGRADUATE [ ] MASTERS [ ] PH.D

TYPE OF TRANSCRIPT REQUESTED

Table with 2 columns: OFFICIAL COPY (NAME AND MAILING ADDRESS OF ORGANIZATION/AGENCIES/INSTITUTION) and ADDITIONAL INFORMATION. Includes rows for Student Copy (Mailing Address).

NO. OF COPIES REQUESTED:

STUDENT COPY: OFFICIAL COPY: LETTER OF CERTIFICATION:

Table with 2 columns: TO OBTAIN and PROCESSING. Includes options for collection, mail, registered mail, and courier services.

I authorize to collect my transcript/s. (THIS PERSON'S ID WILL BE CHECKED)

SIGNATURE: DATE:

FOR OFFICIAL USE ONLY

DATE PAID: RECEIPT #: AMT PAID: SIGNATURE:

- An **Official Transcript** is stamped, sealed and signed, and the name and mailing address of an Institution/University must be submitted.
- A **Student Copy** is not stamped, sealed nor signed.
- A **Letter of Certification** is a letter verifying completion of a degree. It includes the name, nationality, faculty and degree awarded and it also indicates that the courses are taught in English and it is stamped and signed by the University's Registrar.
- The processing fee is **BDS \$10.00** for each Transcript/Letter of Certification; payable to The University of the West Indies by:
  - Cash
  - Credit Card (except American Express)
  - Bank Draft
  - International Money Order (except Western Union)
- To pay by **Credit Card** submit a letter signed by the cardholder authorizing the deduction, the cardholder's name, the card number, and expiry date.
- Please note that the **payment/receipt must be submitted with the request** in order for it to be processed; the **minimum** processing time is 5 business days.
- Requests cannot be processed if you have a hold on your account:
- For **Financial Holds** contact the Bursary at 417-4109/4110 before submitting the request.
- For **Library Holds** contact the Library at 417- 4833/4440 before submitting the request.

#### Additional Fees

- Registered mail - BDS\$6.00 (**Registered Mail is not available to CANADA**)
- Faxing - Barbados - **BDS\$4.00**                      Other Countries - **BDS\$8.00**
- Courier Service (**Federal Express**)

Caribbean	<b>BDS\$80.00</b>
Belize	<b>BDS\$125.00</b>
United States of America (USA)	<b>BDS\$100.00</b>
Europe	<b>BDS\$120.00</b>
Canada	<b>BDS\$110.00</b>
Africa	<b>BDS\$140.00</b>
Asia	<b>BDS\$140.00</b>
Australia	<b>BDS\$130.00</b>

- Sending documents with transcripts/letters of certification - **BDS\$10.00**
- Letter of Certification - Additional Copies - **BDS\$5.00 each**
- Certification of certificates or documents - **BDS\$10.00**
- Completion and/or certification of forms - **BDS\$10.00**