



MONEAGUE COLLEGE

TRANSCRIPT REQUEST FORM

For Official Use Only

DEADLINE DATE: _____

Received By: _____

STUDENT INFORMATION

Name: _____
First Name Middle Surname Maiden (if applicable)

Phone (h): _____ (c) _____

Programme Name: _____ Date Submitted: _____

Campus: _____ Full / Part Time: _____ College ID #: _____

Date of Birth _____ Year Enrolled _____ Year Graduated _____

PROCEDURE AND POLICIES:

TRANSCRIPTS WILL NOT BE ISSUED FOR STUDENTS WHO HAVE NOT MET THE FINANCIAL OBLIGATIONS OF THE COLLEGE.

1. Complete the Request Form and pay the Processing/Mailing Fee of **JA\$1000** for each **Local** Institution and **JA\$1500** for each **International** Institution.
2. **Express Service is available for 5 working days PROCESSING** with an additional cost of **JA\$400** per transcript. (NB. Processing does not include mailing time)
3. The cost to **fax** a copy of the transcript is **JA\$50 per page**.
4. Submit completed form to Registry & Admissions Department.
5. Processing of transcripts takes approximately **15 working days** after the request is submitted, (except Express).
6. As an official document of the student records, transcripts are **ONLY issued to other academic institutions, employers or authorized entities**. Transcripts are NOT valid if opened by the student or any unauthorized person. Institutions may not accept opened transcripts and Moneague College does not provide "extra" copies, unless paid for.

RE-SIT/ REPEAT(S) Please complete ALL relevant information for accuracy of processing.

Course Name, Month & Year of Repeat	Course Name, Month & Year of Repeat	Course Name, Month & Year of Repeat
1	4	7
2	5	8
3	6	9

DELIVERY

- PICK UP: Name of person to collect (*ID NEEDED):** _____
- Email Address of Institution receiving:** _____
- LOCAL FAX#:** _____ **Phone# (To check if fax received):** _____
- Local Mailing (\$1000)** **International Mailing (\$1500)** **Unofficial Transcript (\$500)(personal copy)**

For Official Use Only: FINANCE & ACCOUNTS

- Local Mailing
- International Mailing
- Express Processing

TUITION/ BOARDING FEE CLEARANCE

LIBRARY CLEARANCE

For Official Use Only

Processed By _____

Date Sent/ Picked up _____

Student Signature or Representative

Date

ADDRESS(ES) TO SEND TRANSCRIPT (NB. The 2nd section is for additional addresses, if applicable)

1. _____ 2. _____

ADDRESS IN BLOCK CAPITALS (This section will be placed on the envelope)

ADDRESS IN BLOCK CAPITALS (This section will be placed on the envelope)
