



THE UNIVERSITY OF THE WEST INDIES
GLOBAL CAMPUS

OFFICE OF THE CAMPUS REGISTRAR
ASSESSMENT, AWARDS AND RECORDS

P. O. Box 1341, Bridgetown, BB11000, Barbados, W.I.

Telephone: (246)417-4501/4880 or PBX: (246)417-4000 Email: transcripts@open.uwi.edu

TRANSCRIPT REQUEST FORM

Student ID # Date of Birth: Email:

I am/was in attendance at The University of the West Indies, Global Campus (formerly the Open Campus) under the name:

Mrs./Miss/Mr. Site

Faculty: Period: I graduated [] I did not graduate []

Faculty: Period: I graduated [] I did not graduate []

STUDENT COPY [] Number of copies OFFICIAL COPY [] Number of copies

[] CERTIFICATE [] DIPLOMA [] UNDERGRADUATE [] MASTERS/M.PHIL [] PH.D/ED.D

PLEASE PRINT NAME AND MAILING ADDRESS OF RECEIVING INSTITUTION/UNIVERSITY

(1) (2)

.....

.....

.....

Fax# Fax#

Email: Email:

Please process this request:

[] by deadline date of [] after grades are officially declared [] after programme is officially awarded

To obtain:

[] Please email me a Student Copy of my transcript

[] Please email my transcript(s) to the Institution/University [] Please send my transcript(s) via Courier Service (Courier Charges Apply)

[] Please mail my transcript(s) to the Institution/University [] An Attachment is submitted to be forwarded with my transcript(s)

Please note that there is a charge of US\$5.00 for each transcript. Transcripts requested for The UWI landed Campuses are free of charge.

.....
(Signature)

.....
(Date)

My mailing address is: -

(OFFICIAL USE ONLY)

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Paid \$

.....

Receipt #

.....

Date

Tel #

Signature

GENERAL INFORMATION

- An **official transcript** is signed, sealed and stamped. The name and mailing address of the receiving Institution/University must be included on the transcript. *The official email address of the recipient is also required.*
- An **unofficial/student copy** transcript is neither signed, sealed nor stamped;
- Official transcripts are issued **ONLY** to Organizations, Agencies and/or Institutions;
- Requests for transcripts will not be processed if there is a financial hold on a graduate's/former student's/student's record;
- Transcript Request forms must be signed by the graduate/former student/student;
- Transcripts will be processed **ONLY** on submission of proof of payment to the Assessment, Awards & Records Department. Please submit proof of payment at the time of making the request. Transcripts are usually processed within five (5) working days of receiving the request and proof of payment.
- The processing fee is US\$5.00 for each transcript, payable to The University of the West Indies, Open Campus by:
 - Bank Draft
 - Cash/Cheque
 - Wire Transfer
 - E-Pay: <https://epay.open.uwi.edu/products/Assessment-Awards-and-Records-c146784548>

For payment via Wire Transfer

Transfer of Funds via First Caribbean International Bank:

US Dollar Funds Transfer

Intermediary Bank	Wachovia Bank, New York, USA
SWIFT Code:	PNBPUS3NNYC
ABA Code	026005092
Beneficiary Bank	FirstCaribbean International Bank (Barbados) Limited
Beneficiary Bank Address	Warrens St. Michael Barbados
SWIFT Code:	FCIBBBBB
Beneficiary Name:	The UWI Open Campus Cave Hill St. Michael Barbados
Beneficiary Account #:	1000 918 136

- The University of the West Indies, Global Campus is not responsible for processing errors as a result of inaccurate, incomplete or illegible information provided on the transcript request. Kindly ensure that the name of the institution and the address where you require the transcript to be sent are correct.