



# THE UNIVERSITY OF THE WEST INDIES

## OPEN CAMPUS

### REGISTRY OF STUDENT SERVICES ASSESSMENT, AWARDS AND RECORDS

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## TRANSCRIPT REQUEST FORM

Student ID # ..... Date of Birth ..... Email .....

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

Mrs./Miss/Mr. .... Site .....

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

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### Please process this request:

[ ] by deadline date \_\_\_\_\_ [ ] after grades are declared official [ ] after degrees are posted

### To obtain:

[ ] I will collect my transcript/s [ ] Please mail my transcript/s to me in a sealed tamper-proof envelope

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[ ] I have included an attachment [ ] Please mail my transcript/s to the Institution/ University above

I authorize \_\_\_\_\_ to pick up my transcript/s.

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

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- An **unofficial/student copy** is neither stamped, sealed nor signed;
- Requests for transcripts will not be processed if there is a financial hold on a graduate's/student's record;
- Transcript request forms must be signed by the graduate/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.
- 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

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#### 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

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