



Requirements for Postage of Transcripts to Foreign or Local Agencies

One (1) Registration Sticker valued at TT\$4.50 plus the value of stamps as indicated below:  
 CARIBBEAN: TT\$2.00    LOCAL: TT\$1.00    U.S.A.: TT\$5.00    EUROPE: TT\$5.00

FOR TWO OR MORE TRANSCRIPTS

One (1) Registration Sticker valued at TT\$4.50 plus the value of stamps as indicated below:  
 CARIBBEAN: TT\$5.00    LOCAL: TT\$4.00    U.S.A.: TT\$8.00    EUROPE: TT\$8.00

Please note that ONLY Transcripts will be posted.

Address(es) of institution/organization transcript(s) will be posted to:

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**Disclaimer**

The Ministry of Education cannot guarantee availability of documents not collected within **THREE (3) MONTHS** of the date requested. **It is the responsibility of the applicant to ensure that ALL INFORMATION provided is CORRECT.** Unless these requirements are satisfied the Ministry of Education **CANNOT** guarantee that the application will be processed. Refunds will **NOT** be given for non-issue of Statements/Transcripts resulting from incorrect or insufficient information provided.

Please Note: Passport, Driver’s Permit or Identification Card must be presented for collection of Statements. If you are collecting a requested Statement on behalf of an applicant you are required to walk with a letter of authorisation as well as necessary Identification.

No. of copies required: \_\_\_\_\_

Date of Application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy)    Signature: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Date Promised: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy)    Signature of Clerk: \_\_\_\_\_

This is to certify that \_\_\_\_\_  
 whose Date of Birth is \_\_\_\_\_ wrote examinations in \_\_\_\_\_  
 and received the following results:

Examination Year	School/Centre	Subjects	Grades Awarded

Date: \_\_\_\_\_

Signature of Research Clerk: \_\_\_\_\_