

NORTHERN CARIBBEAN UNIVERSITY

Mandeville, Jamaica W.I.
 (876) 963-7260, (876) 625-7609 (fax)
transcripts@ncu.edu.jm

OFFICIAL TRANSCRIPT REQUEST FORM

Instruction

There is a **minimum** preparation period of ten (10) working days on transcript requests. Transcripts will not be released until account is paid in full and will be sent ***directly*** to the Institution/Company.

Please note the following:

- The first requested copy after graduation is free.
- Cost for each copy thereafter is based on the area for submission:
 - Jamaica – JA\$500.00
 - Americas and the Caribbean – US\$15.00
 - England & Europe – US\$25
 - Africa – US\$35.00
 - Far East – US\$40.00
 - Faxed copies JA\$180.00 (flat rate)
 - Current Students – JA\$250.00 per transcript
 - Courier Fee – contact NCU Records (by email or telephone)

Payment Options

- Paymaster/Bill Express
A/C# 5166101
- NCU Cashier
A/C# 5166101
- International Money
Order Make payable to
“Northern Caribbean
University”

Student Information (Please PRINT legibly in all fields)

ID Number(s)	First Name	Last Name	
Other names used	Middle Name	Maiden Name	
Course of Study	Major	Minor/Emphasis	
Current Mailing Address			
Telephone (Home)	Telephone (Mobile)	Email Address(es)	
<input type="radio"/> I completed my studies. Date of Graduation _____		<input type="radio"/> I am a current student <input type="radio"/> The period I last attended was _____	
<input type="radio"/> I did not complete my studies.		<input type="radio"/> Semester Session Module Year	
Student's Signature		Date	

Transcript Processing Information (Please PRINT legibly in all fields)

First Request	Number of Copies	Process Transcript:
<input type="radio"/> Yes	<input type="radio"/> 1	<input type="radio"/> with current grades
<input type="radio"/> No	<input type="radio"/> 2	<input type="radio"/> End of current semester/session/module
		<input type="radio"/> After Graduation

Transcript Delivery and Delivery Method (please PRINT legibly in all fields)			
Official Copy (bears the University Seal and the University Registrar's Signature)			
<input type="radio"/> Mail Transcript	Name of Individual/Position		
	Institution/Company Name		
	Institution/Company Address		
<input type="radio"/> Fax a copy	Name	Fax #	Verification Number (phone #)

Transcript Delivery and Delivery Method (please PRINT legibly in all fields)			
2nd Official Copy (if applicable) bears the University Seal and the University Registrar's Signature			
<input type="radio"/> Mail Transcript	Name of Individual/Position		
	Institution/Company Name		
	Institution/Company Address		
<input type="radio"/> Fax copy	Name	Fax #	Verification Number (phone #)

Personal Copy (Unofficial Transcript bears the University Records Stamp, and the words " <i>unofficial student copy</i> ")	
<input type="radio"/> I will collect my personal copy <input type="radio"/> Mail the personal copy to my current address	

FOR OFFICIAL USE ONLY Financial Clearance (to be completed by the Office of Student Finance)	
<input type="radio"/> Account paid <input type="radio"/> Account not paid <input type="radio"/> Special arrangements made	<input type="radio"/> Transcript may be released <input type="radio"/> Transcript may not be released
Signature of Student Finance Personnel	Date

FOR RECORDS OFFICE USE ONLY -	
Request Received (Date) _____	Request Acknowledged (Date) _____
Correspondence sent regarding: <input type="radio"/> Outstanding balance <input type="radio"/> Incomplete address <input type="radio"/> Insufficient information <input type="radio"/> Missing signature <input type="radio"/> Insufficient payment for this request <input type="radio"/> Other	Notification Medium: <input type="radio"/> Email <input type="radio"/> Phone # _____ <input type="radio"/> Letter _____ <input type="radio"/> Other _____ Notification Date: _____
Transcript: <input type="radio"/> Faxed <input type="radio"/> Mailed <input type="radio"/> Sent by courier _____ Date Sent _____	

