



THE UNIVERSITY OF THE WEST INDIES

OPEN 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 Fax: (246)438-9154; 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, 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/DOCTORATE

PLEASE PRINT CONTACT NAME, NAME AND MAILING ADDRESS OF INSTITUTION/UNIVERSITY

(1) (2)

.....

.....

.....

Fax# Fax#

Email: Email:

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;

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
- [] Please Fax (Fax Charges Apply) [] Please send via Courier Service (Courier Charges Apply)
- [] I have included an attachment [] Please mail/email my transcript/s directly to the Institution/University above

I authorize _____ to pick up my transcript/s.

.....
(Signature)

.....
(Date)

My mailing address is:

(OFFICIAL USE ONLY)

.....

Paid \$

.....

Receipt #

.....

Date

Tel #

Signature

GENERAL INFORMATION

- An **official transcript** is stamped, sealed and signed and the name and complete mailing address of an institution/University must be included. *The official email address of the recipient is also required.*
- Official transcripts are issued **ONLY** to Organizations, Agencies and/or Institutions;
- An **unofficial/student copy** is neither stamped, sealed nor signed;
- Requests for transcripts will not be honoured if there is a financial hold on a graduate's/student's account;
- 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. Transcripts are usually processed within five (5) business days of receipt of 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
 - Online Student Payment Gateway
 - Wire Transfer

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	First Caribbean 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, Open Campus is not responsible for processing errors as a result of inaccurate, incomplete or illegible information provided on the transcript request. Kindly insure that the name of the institution and the mailing address where you require the transcript to be sent are complete and correct.