REQUEST FOR TRANSCRIPTS
AND REPLACEMENT CERTIFICATES

Please complete this form; have it checked and signed in the Examinations Division; pay the appropriate sum at the Bursary and return this form to the Examinations Division.

NB. FAILURE TO COMPLETE THIS FORM FULLY AND ACCURATELY MAY CAUSE DELAY.

NAME OF APPLICANT:………………………………………………………………………………………………………………………………

(SURNAME FIRST)

SEX: MALE □ FEMALE □

ADDRESS: …………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………..

COUNTRY OF RESIDENCE:…………………………………………………………………………………………………..

GRADUATES: State (a) Reg. # Previous ………………. Present ………………………...

(b) Year of Graduation: …………………………………………………………

(c) Programme: …………………………………………………………………..

UNDERGRADUATES:(a) Reg. # …………………………………………………………………………………

(b) Programme: …………………………………………………………………..

NUMBER OF COPIES REQUIRED: (Please indicate the number in the relevant box)

DEGREE □ DIPLOMA □ CERTIFICATE □ ASSOCIATE DEGREE □

MASTERS □

IS TRANSCRIPT NEEDED FOR EMPLOYMENT PURPOSES? □

IS TRANSCRIPT NEEDED FOR FURTHER STUDY? □

TRANSCRIPT SHOULD BE SENT TO: NAME OF UNIVERSITY OR BUSINESS

(1)…………………………………………… (2)…………………………………………

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Signature of Applicant:………………………………………… Date: ……………………………….
TO BE COMPLETED BY THE EXAMINATIONS DIVISION

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost per Set (s)</th>
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<td>Transcript(s)</td>
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Signature: __________________________ Date: __________________________

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Notes:

(a) Applications for transcripts from persons residing in Guyana cost G$3,000.00 each. The applicant is required to present himself or herself in person with the appropriate identification (ID CARD or PASSPORT).

(b) Applications for transcripts from overseas for any purpose cost US$50.00 each. This includes the cost for postage.

(c) The cost for a Replacement Certificate is G$1,000.00

(d) The cost for Course Outlines relative to a programme of study is US$5.00 if residing overseas and G$1,000.00 if residing locally.

PLEASE NOTE:
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(e) THE STUDENT’S COPY OF A TRANSCRIPT IS NOT OFFICIAL AND IS PROVIDED FREE ON THE FIRST REQUEST AND MAY BE UPLIFTED BY THE STUDENT. HOWEVER, ALL OTHER TRANSCRIPTS WOULD BE MAILED DIRECTLY TO THE ADDRESS (ES) PROVIDED.