



August 2018

REQUEST FOR TRANSCRIPT OF ACADEMIC RECORDS

Date of Request:.....

FULL NAME AS ON OUR RECORDS.....

Period of study..... **Programme of study**.....

Breakdown of costs:-

1st copy:- \$1,950.00

2nd copy:- \$950.00

**** Overseas Courier:-** CGST will call DHL for applicable rate

****Local Courier:-** Student to make arrangement with local Courier Service provider of choice

Time for processing transcripts - 5 working days

Send Copy by:

Courier **

Regular Mail

Pick-up

Number of Copies Requesting:

One

Two

More (please indicate)

Name AND address of Person (s) and INSTITUTION (s) to Whom Transcript is to be addressed:

1st Copy.....
.....
.....

2nd copy
.....
.....

Name of person requesting

transcript:

Telephone Number:**E-mail**

Address:.....

Address:.....
.....

1. Official transcripts are not issued to applicants, but sent directly to the institution (s) indicated.
2. Transcripts can be collected by the applicant if proper packaging and documentation is provided by the receiving institution (s) indicated on this form.
3. Student's account must be cleared before transcript request can be processed.
4. Payments for transcript can be made directly to our account at any branch of NCB for a/c # 331001651 – Constant Spring Road and copy of voucher emailed to athompson.cgst@gmail.com/registry@cgstoline.org.



August 2018

FOR OFFICIAL USE ONLY

Date of Payment: 20__

Receipt #:

Amount paid:.....

of transcripts paid for:.....