**NAME OF APPLICANT AS USED IN COLLEGE**

|  |  |  |
| --- | --- | --- |
| **SURNAME** | **FIRST NAME** | **MIDDLE NAME** |
|  |  |  |
| **MARRIED NAME** | **DATE OF BIRTH (DD/MM/YYYY)** | **ID#** |
|  |  |  |
| **TELEPHONE NUMBER** | **EMAIL ADDRESS** |  |

OFFICIAL TRANSCRIPT – Please indicate the Name, Department, Faculty and Address of the institution(s) to be on the envelope for mailing.

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: The applicant is responsible for the correct address, and the transcript will be mailed accordingly.

**The copy can only be collected if it is requested along with an Unofficial (Student’s) copy of your transcript.**

AREA OF SPECIALIZATION

|  |  |  |
| --- | --- | --- |
| SECONDARY EDUCATION  **OPTION**  EARLY CHILDHOOD EDUCATION  PRIMARY EDUCATION  **STATUS**  FULL TIME    PART-TIME  **YEAR ATTENDED**  TO | **PROGRAMME**  B.Ed.  B.Ed. (ADVANCED CREDIT)  B.Ed. Primary  (LA/SS) (MS)  B.Ed. Transition Oriented  POST GRAD DIPLOMA (PROFESSIONIAL STUDIES)  DIPLOMA  CERTIFICATE  COS PROGRAMME  ASSOCIATE DEGREE  CITE  STEM Masters | Have you applied for a transcript before?  Yes No  No. Copies\_\_\_\_\_\_\_\_\_\_\_\_\_  Transcript to be Emailed  Mailed Collected  Email Address of institution if document is to be emailed. |

UNOFFICIAL TRANSCRIPT – This transcript cannot be sent or given to an institution and will be stamped Student’s Copy. Please indicate the Name and Address of the Student requesting this transcript. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TO AN INSTITUTION Payment Per Transcript** | | | | **STUDENT’S COPY Payment Per Transcript** | | | |
| REGULAR 10-12 BUSINESS DAYS | | **EXPRESS** 5 BUSINESS DAYS | | REGULAR 10-12 BUSINESS DAYS | | **EXPRESS** 5 BUSINESS DAYS | |
|  | Collected $2,000 |  | Collected $2,200.00 |  | Collected $ 500.00 |  | Collected $700.00 |
|  | Mailed (Inland) $2,000.00 |  | Mailed (Inland) $2,200.00 |  | Mailed (Inland) $2,000.00 |  | Mailed (Inland) $2,200.00 |
|  | Mailed (Overseas) $2,500.00 |  | Mailed (Overseas) $2,700.00 |  | Mailed (Overseas) $2,500.00 |  | Mailed (Overseas) $2,700.00 |
|  | USD $20.00 |  | USD $22.00 |  | USD $20.00 |  | USD $22.00 |
|  | Email $150 Additional |  | Email $150 Additional |  | Email $150 Additional |  | Email $150 Additional |

RECIPIENT’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_