



TTHTI

Trinidad and Tobago
Hospitality and Tourism Institute

STUDENT SERVICES
DEPARTMENT
Telephone: (868)
634-4250/2146

#SSD003

Official Transcript Request - U.W.I.

Please allow at least 5 working days to process request. Records prior to 1999 will need at least 2 weeks to process.

PLEASE PRINT LEGIBLY TO AVOID DELAY IN PROCESSING
FEES: \$50 each (Local), \$75 each (International) payable to the Finance & Administration Department.
(Please note that all fees are subject to change)

TRANSCRIPTS REQUIRED

Assistant Registrar
University of the West Indies, St. Augustine Campus
Churchill Roosevelt Highway
VALSAYN.

Home Address
(Student, please do not open transcripts when received as it will not be accepted by UWI.)

Note: Transcripts may be ordered by, or released to, a third party only if written authorization is obtained from the student.

A transcript will not be issued if you have outstanding accounts with the Institute.

PERSONAL INFORMATION (All required)

Student ID#		Other ID# (DP/National ID/Passport)	
Last Name	First Name	Maiden Name (if applicable)	
Present Address			
Telephone (Home)	Telephone (Work)	Telephone (Mobile)	

ACADEMIC INFORMATION (All Required)

Program	Year Started	Year Completed
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<input type="checkbox"/> Hold For: (Tick appropriate box where applicable) <input type="checkbox"/> Final Grades <input type="checkbox"/> Degree/Diploma Conferred <input type="checkbox"/> Grade Change/ Outstanding Grades Course _____ Semester _____ <input type="checkbox"/> Complete Immediately (If you select this option, grades for courses that have been recently completed may not be available or approved.)	<input type="checkbox"/> Mail	<input type="checkbox"/> Pickup (Photo ID required)
	FOR OFFICE USE ONLY Received by _____ Amt. Paid \$ _____ Receipt # _____	

Records cannot be released without the written consent of the student. Be sure to sign this form!!

Student's Signature (required)	Date
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FOR OFFICE USE ONLY	Sent/Issued By: _____	Date: _____
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