UNIVERSITY of GUYANA
OFFICE OF THE REGISTRAR
STUDENTS’ WELFARE DIVISION

CO-CURRICULAR TRANSCRIPT RELEASE FORM

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

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

NAME OF APPLICANT: ____________________________________________________________
(Surname) (First) (Others)

COUNTRY OF RESIDENCE: ________________________________________________________

YEAR OF GRADUATION: _______________________________________________________

REG #: _________________________________________________________________

NUMBER OF COPIES REQUIRED: ______________________________

Please tick preferred delivery method:
(Authorisation required if you are unable to uplift in person)

_____ Will pick up at the Student Welfare Office

_____ Please mail to:
(Please list correct address)

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

City                                      State                                      Zip Code

Signature ____________________________________ Date ____________________________

Phone ____________________________________

Allow 14 Days for Delivery
<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transcript(s)</td>
<td>$.................. each</td>
</tr>
<tr>
<td>Set(s) of Postage</td>
<td>$.................. each</td>
</tr>
<tr>
<td>Set(s) of Registered mail</td>
<td>$.................. each</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$..................</td>
</tr>
</tbody>
</table>

Signature:……………………………………………………….
Date:…………………………

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**TO BE COMPLETED BY THE BURSARY**

Received the sum of........................................................................................................
...........................................................................................................................................
as charged above.

Receipt No:..................... Date:................. Signature:..............................

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**Note:**

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

(b) Applicants for transcripts from overseas or for postage overseas cost US$50 each.

THE STUDENTS COPY OF A TRANSCRIPT IS NOT OFFICIAL AND IS PROVIDED FREE AND MAY BE UPLIFTED BY THE STUDENT. HOWEVER, ALL OTHER TRANSCRIPTS WOULD BE MAILED DIRECTLY TO THE ADDRESS(ES) PROVIDED.