

Transcript/Report Request Form

**Fields are mandatory for processing*

Instructions for form on page 2.

Student Information

*Last Name: _____ *First Name: _____
 *Date of Birth: _____ *Date of Graduation: _____

* Please indicate an email address or phone number at which we can contact you in case of a problem with your transcript request:

University/School Information

(If sending to yourself, please write "self" in place of "Full name of University", and your home address in place of "University Address". Please note that only unofficial transcripts will be sent directly to students.)

*Full Name of University/School: _____
 *Contact Person/Office: _____
 *Full University/School Address: _____

 *Contact Email Address: _____
 *Contact phone number: _____ Contact fax number: _____
 *Signature: _____

MUST be the student's signature if the student is over age of majority; parent signature if not.

Please note: Due to the high volume of transcript requests we receive, St Andrew's is unable to confirm when we forward each transcript. Please check with a representative at your university a few weeks after you send your request to verify that your transcript has arrived.

Please bring the completed form and your payment to:

St Andrew's School
 Business Office
 Yamacraw Hill Road
 Nassau, Bahamas

OFFICE USE ONLY

Date Received: _____ Rec'd By: _____ Amount Paid: _____ Receipt#: _____

Instructions for Completing the Transcript Request Form

Student Name

- This must be the name under which the Diploma, Certificate or Report was awarded.

Payment

- If you graduated during the most recent graduation ceremony (May or June), St Andrew's will send transcripts free of charge to two North American universities when requests are made before 15 July.
- All other requests **must** include a processing fee of BSD \$10 for *each* transcript/report you request, payable to St Andrew's School. These fees are subject to change at any time.
- If you require **expedited shipping**, transcript requests must include an *additional payment* so that packages may be sent via courier.

BSD \$65 (for US institutions)
BSD \$70 (for Canadian institutions)
BSD \$80 (for European institutions)
BSD \$85 (for Asian institutions)

Please provide a valid street address as expedited requests cannot be sent to P.O. boxes.

- St Andrew's accepts cash, cheque or credit card payments.

Signature

- The laws of most countries require that all transcript/report requests include a signature.
- If the student is over the legal age of majority in his/her country/state/province, the student must sign the request.
- If the student is under the legal age of majority in his/her country/state/province, a parent must sign the request.

Required Information

- St Andrew's **cannot** process transcript requests that do not contain all the required Student Information, University Information, required signature, and/or required payment. Failure to include all required information may result in a transcript processing delay.
- St Andrew's **will not** process transcript requests if balances are on the family account.

Multiple Requests and Additional Information

- Please use a separate form for each request. You may mail them together and combine all the fees into one payment.
- St Andrew's only accepts transcript requests remitted via the Business Office. We do not accept requests made via fax or email. Requests made by these methods will **not** be honored.

Additional Information

- Due to volume we cannot acknowledge when we receive a transcript request or when we process a transcript request.
- Most transcript requests take 10-14 business days to be received and processed. However, during the peak months of December and January and July-September, transcript requests may take longer to process. St Andrew's is not responsible for delays in the postal service or in processing transcripts at universities.

Please bring the completed form and your payment (if applicable) to:

St Andrew's School
Business Office
Yamacraw Hill Road
Nassau, Bahamas



Authorized by:
INTERNATIONAL BACCALAUREATE
ORGANIZATION



Accredited by:
COUNCIL OF INTERNATIONAL SCHOOLS
NEW ENGLAND ASSOCIATION & COLLEGES