

- An **Official Transcript** is stamped, sealed and signed, and the name and mailing address of an Institution/University must be submitted.
- A **Student Copy (Unofficial)** is not stamped, sealed nor signed.

Cost of Inland Official Transcript:

- Three weeks & Beyond : \$1500.00
- Five Business Days : \$2000.00
- Courier Service (Inland) : \$1500.00
- 24 hrs (Repeat requests; Graduates only) - \$2200.00

Cost of Student Copy (Unofficial):

- Three weeks & Beyond: \$800.00

The processing fee is payable to the Bethlehem Moravian College by:

- Cash
- International Money Order (except Western Union)
- Bank of Nova Scotia Account Number : 312916 (Main Branch Santa Cruz)
- Please note that the **payment/receipt must be submitted with the request** in order for it to be processed; the **minimum** processing time is 5 business days.
- **Requests cannot be processed if you have a hold on your account.**
- **For Financial Holds** contact the Bursary or call (876) 618-5999 before submitting the request.
- **Additional Fees:**

Caribbean	US\$20.00 (equivalent)
United States of America	US\$20.00 (equivalent)
Europe	€\$20.00 (equivalent)
Canada	Can\$20.00 (equivalent)
Africa	R\$20.00 (equivalent)
Asia	USD\$25.00 (equivalent)
Australia	AU\$25.00 (equivalent)
Belize	BZD\$20.00 (equivalent)
England	£\$20.00 (equivalent)

- Sending documents with transcripts/ letters of certification \$350.00
- Letter of Certification- \$350.00
- Certification of certificates or documents-\$350.00
- Completion and/or certification of forms - \$ 350.00