



# BETHLEHEM MORAVIAN COLLEGE OFFICE OF THE REGISTRAR

TELEPHONE: (876) 966-5148/ 618-5999/ 966-5760 E-mail: bethlehemregistry@bmc.edu.jm

## TRANSCRIPT REQUEST FORM

### INFORMATION

1. Official Transcripts are issued **ONLY** to Organizations, Agencies and/or Institutions.
2. A request will not be processed if there is a financial hold on a student's record.
3. Transcripts will be processed **ONLY** when the original payment or an official receipt is submitted to the Registry with the request. Please see reverse of form for all charges/fees.
4. Bethlehem Moravian College is not responsible for processing errors as a result of inaccurate, incomplete or illegible information.

NAME: \_\_\_\_\_  
(SURNAME) (FIRST NAME) (MIDDLE INITIALS) (MR./MS./MRS.)

STUDENT'S I.D. NUMBER: \_\_\_\_\_ D.O.B: \_\_\_\_\_

CONTACT No.: (C) \_\_\_\_\_ (W) \_\_\_\_\_ (H) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

PROGRAMME OF STUDY: \_\_\_\_\_

PERIOD OF STUDY (YEAR STARTED): \_\_\_\_\_ PERIOD OF STUDY (YEAR ENDED): \_\_\_\_\_

GRADUATED                       DID NOT GRADUATE                       CURRENT STUDENT

CERTIFICATE  DIPLOMA  ASSOCIATE OF SCIENCE DEGREE  BACHELOR OF EDUCATION

### TYPE OF TRANSCRIPT REQUESTED

|   |   |
|---|---|
| <b>OFFICIAL COPY [ ]</b><br>(CONTACT NAME, NAME AND MAILING ADDRESS OF ORGANIZATION/AGENCIES/INSTITUTION) | <b>OFFICIAL COPY [ ]</b><br>(CONTACT NAME, NAME AND MAILING ADDRESS OF ORGANIZATION/AGENCIES/INSTITUTION) |
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|   |   |
| <b>UNOFFICIAL (STUDENT COPY) [ ]</b><br>(MAILING ADDRESS)   | <b>ADDITIONAL INFORMATION</b>   |
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|---|---|
| <b>No. OF COPIES REQUESTED:</b><br><b>UNOFFICIAL (STUDENT COPY):</b><br>TO OBTAIN<br><input type="checkbox"/> I will collect<br><input type="checkbox"/> Mail to me<br><input type="checkbox"/> Mail to Institution(s)<br><input type="checkbox"/> Registered Mail to me ( <i>Charges apply</i> ) | <b>OFFICIAL COPY:</b><br>PROCESSING<br><input type="checkbox"/> Process after Semester I/Semester II/Summer grades are declared official<br><input type="checkbox"/> Process after degrees are awarded and posted<br><input type="checkbox"/> Registered Mail to Institution (s) ( <i>Charges apply</i> ) |
| <b>Please send via Courier service</b><br><input type="checkbox"/> Courier Service to me ( <i>Charges apply</i> )   | <input type="checkbox"/> Courier Service to Institution ( <i>Charges apply</i> )  |

I authorize \_\_\_\_\_ to collect my transcript/s.  
 (THIS PERSON'S ID WILL BE CHECKED)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

DATE PAID: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_ AMT PAID: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

- 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