

Request for Official Transcript

The applicant should clearly and fully complete this form, which authorizes the Registrar to release his/her Academic Records to third parties listed below. The applicant must submit his/her name as given during enrollment at the University of St. Martin. Requests will **not** be processed without payment and student's signature. See other side for further instructions. **Please see instructions on other side.**

Student Identification Number:

Name: (PRINT)

Last First Middle Initial (s)

Address:

Telephone #:

Transcript Fees effective February 16, 2009

- **Local: \$5.00 each; Overseas: \$15.00 each; Rush/Express: \$5.00 plus courier charges.**
- Allow 3 -5 working days for processing (Longer during peak periods).
- Transcripts will not be released to anyone whose financial obligations have not been satisfied.

Are you currently enrolled?

[] Yes [] No

If No, last date/semester attended:

Send Transcript (s):

- Now
- After Degree is Posted
- After Current Term's Grades are Posted
- Other (Explain) _____

Send transcript(s) to:

[] Transcript(s) will be collected.

[] Transcript(s) are to be mailed.

Regular mail

Express mail

Do not complete this section until collecting/ mailing

Date printed: _____ m/d/y

Date collected/mailed: _____ m/d/y

Printed name of collector: _____

Signature of collector: _____

Send transcript(s) to:

[] Transcript(s) will be collected.

[] Transcript(s) are to be mailed.

Regular mail

Express mail

Date printed: _____ m/d/y

Date collected/mailed: _____ m/d/y

Printed name of collector: _____

Signature of collector: _____

Send transcript(s) to:

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Regular mail

Express mail

Do not complete this section until collecting/ mailing

Date printed: _____ m/d/y

Date collected/mailed: _____ m/d/y

Printed name of collector: _____

Signature of collector: _____

FOR BUSINESS OFFICE USE ONLY:

Rec #: _____

Amount Paid: _____

Date Paid: (m/d/y) _____

Date requested: m/d/y

Student's Signature:

RE: Transcripts and Requesting Transcripts

The current procedures are in effect for requesting transcripts.

Requests for transcript must be done **by the student**. The student's request must be sent in writing to the Registrar's Office with the student's signature attached. It can be delivered, faxed, mailed, or e-mailed (scanned completed & signed form) to the Registrar. However, e-mailed requests must come from an identifiable e-mail address. (We should be able to identify that the request is coming from the student.) Requests will not be processed without student's signature or recognizable e-mail address. The student must submit his/her name as given during enrollment at the University. No request will be taken by phone or from third party without confirmation of the request by the student.

When requesting transcripts, the following should be included in the request:

- 1. The student official name and dates s/he attended USM;**
The student must submit his/her name as given during enrollment at the university.
- 2. The student USM Student ID number;**
This number can be found on the student ID card, grade reports, or statements received at registration, or during your enrollment at USM.
- 3. The student current mailing address and contact number;**
- 4. The amount of transcripts being requested;**
Note: more than one transcript being sent to the same address will be mailed in one envelope.
- 5. The full name(s) and address(es) to which the transcript(s) should be sent or addressed to;**
The full name and address of the institution(s) for which the student is requesting his/her transcripts must be written here. This applies even if the student will be personally delivering the transcript. If the student's address is placed here, the transcript will be issued on regular paper to the student. No signature will be attached.
You should state clearly in your request if the transcript is to be mailed directly to the address given or if someone will pick up. If it is to be mailed, you should also indicate if you desire regular or express mail.
- 6. The student signature, which authorizes us to release the student's records to a third party;**

If the student will be off-island, prior to leaving the island s/he may complete and sign a **Student Authorization Form** at the Registrar's Office on which s/he gives authorization to person(s) listed on this form the authority to act on his/her

behalf, or the student may send the person acting on his/her behalf with an original letter signed by the student authorizing him/her to act on his/her behalf. Along with this, student should send an e-mail to the Registrar confirming the authorization and giving details on the request.

7. Transcript charges and payment. (Transcript Fee is currently US\$5.00 per transcript.)

Effective as of February 16, 2009, the following mailing charges will be charged per transcript in addition to the transcript fee.

Local mail:	No additional charges.
Overseas, regular mail:	US\$10
Rush/Express mail:	Based on courier service costs.

Payment method, if the student is off-island:

- Cash payment by third party at the university's Business Office;
- Money transfer to USM's account;

Personal cheques or money orders are not accepted. If you require further information on payment method please contact the USM Business Office.

8. Any additional instructions.

To avoid misunderstanding, any additional instructions should be included in writing with the student's request. Student should be clear when giving instructions. The office will not make any assumptions to anything that is not clearly put in writing.

Requests will not be processed without all of the above listed information.

Transcript requests are not processed until written request **and** payment of transcript fee has been made. Neither will transcript requests be processed for students who owe the university. Transcript requests are usually processed within 3 – 5 working days **after request and payment have been made**. During peak periods processing time can take longer. No transcripts are processed during registration periods and the first week of classes.

University contact information:

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Philipsburg, St. Maarten
Dutch Caribbean
(+1-721) 542-5171 / 542-3156 ext. 1000 / 1007