

Transcript Request Form

To obtain a copy of your student transcript, please send the completed form below to:

Hugh Wooding Law School
Registrar's Office
Gordon Street, St. Augustine
Trinidad & Tobago, W.I.
Email: academic@hwlsedu.com

Please complete one request form for each addressee. Upon receipt, transcript requests are processed within 10 business days.

<p>Name While Attending: _____</p> <p>Date of Birth: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>State, ZIP: _____</p> <p>Telephone #: _____</p> <p>E-Mail address: _____</p> <p>_____ Number of copies of <i>Official</i> transcript(s) to be sent to address shown.</p> <p>Send Transcript To:</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____</p> <p>State, ZIP: _____</p> <p>*****</p> <p>I will _____ be picking up my transcript in the Registrar's Office.</p> <p>Transcripts are sent directly to institutions. Transcripts which are to be collected will be placed in a sealed and stamped envelope.</p>	<p>TRANSCRIPT REQUEST FORM</p> <p>Approximate Dates of Attendance:</p> <p>From: _____ To: _____</p> <p>Student Signature: _____ (<i>Must be signed to process request</i>)</p> <p>Date: _____</p> <p>Transcript fee: The first transcript is issued free of charge; subsequent transcripts cost \$TT100.00 each. Cheques, money orders and cash are accepted and must be paid in advance. Cheques should be made payable to the Hugh Wooding Law School.</p> <p>*****</p> <p>FOR OFFICE USE ONLY:</p> <p>Date Request Received: _____</p> <p>Transcript Sent: _____</p> <p>Amount: Paid/Due: _____</p>
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