

How to obtain a Transcript

Collect application or print transcript application form from our website -www.tamcc.edu.gd.

1. Pay transcript fee at the Bursar's Office;
2. After payment present application at the Office of the Registrar (you may have someone make payment and drop in the form for you);

The transcript application fee is EC \$50.00 (approximately US \$20.00) per transcript. Transcripts are processed within three business days of receiving payment. Rush orders are processed within 24 hours at a fee of EC \$75.00.

Please know that we do not accept credit card payment. If you cannot send in someone to make payments on your behalf then payment can be made to the College's bank account (see details here under):

Receiving Customer: T.A. Marryshow Community College

Street Address: Tanteen

City: St. George's

Country: GRENADA (GD)

Account#/IBAN: 102741

Note that we do not issue transcript via email but we are able to mail directly to your institution of choice. We are also able to fax the transcript for you at a cost of \$3.00 EC per fax.

In addition, in obtaining your transcript, as per Records Policy, you are required to present a valid ID.

In the event someone is requesting or collecting a transcript for you; you will be required to provide written authorization indicating same. Also, this person requesting or collecting the transcript on your behalf will be required to present a valid ID to do so.