

T. A. MARRYSHOW COMMUNITY COLLEGE

Transcript Request Form

PLEASE WRITE LEGIBLY

NAME: _____

ADDRESS used while at TAMCC:

CONTACT NUMBER(S): _____

EMAIL ADDRESS _____

YEARS ATTENDED TAMCC (Formerly G'da National College) _____ to _____

SCHOOL: Arts, Science and Professional Studies Teachers Education
 Applied Arts and Technology Continuing Education

PROGRAMME: _____

NO. (#) OF TRANSCRIPTS REQUIRED: _____ Regular Rush

Have you had this transcript issued before? Yes No

DESTINATION OF TRANSCRIPT: *(please tick)*

Student Copy (Unofficial; may not be accepted by institution/organisation)
 University/College Employer Other

Address(es)/Attention where transcript(s) is/are to be sent:

METHOD OF COURIER:

Ask for Quote & Estimated.
Delivery

SNAIL MAIL

Regular Mail Registered Mail

EXPRESS MAIL

Express Mail DHL Email

APPLICANT'S SIGNATURE: _____

Date: _____

FOR OFFICIAL USE ONLY: Yes/No Fees Cleared

Receipt #: _____ Amount Paid: \$ _____

Signature of College Official

****Transcript Fees:** Regular **\$50** {Period: 2017 to present (**excluding nursing**) process within **7 business days**
Prior to 2017 - (including nursing) process within **3 weeks**};
Rush- (regular price plus \$25) **\$75** {Process within **2 business days excluding** the day of submission}-Applicant had a
transcript within the last 5 years. Email fee: **\$50**

NB: The transcript will be kept on hold for **NO LONGER** than **one (1) month**. Transcripts on hold beyond **one (1) month** will be discarded. Please note that the replacement transcript will be at the applicant's expense.

****After payment is made, kindly submit your transcript request form to the Records Office for processing.**