



ANTIGUA STATE COLLEGE TRANSCRIPT REQUEST FORM

Office Use Only: Complete Date/Initials.

Paid:

PLEASE PRINT Complete and return this form to the Administrative Office.
Completed forms can be emailed to *transcripts@asc.edu.ag*.

Date of request _____ **Rush (less than 2 weeks)**

I am/was in attendance at the Antigua State College under the name **Miss/Mrs/Mr** (circle the correct one)

Date of birth: _____ (Day/Month/Year)

Phone contact: _____
(Please provide numbers at which you can be reached during business hours)

Select the department/programme by ticking the brackets and indicate the period below:

- [] **Advanced Level Department:** from 19__ to 19__ and/or from 20__ to 20__ { } I graduated { } I did not graduate
- [] **Department of Liberal Arts:** from 20__ to 20__ { } I graduated { } I did not graduate
- [] **Commercial:** from 19__ to 19__ and/or 20__ to 20__ { } I graduated { } I did not graduate
 Were you in the Business Studies Programme (BSP): Yes No
- [] **Business:** from 20__ to 20__ { } I graduated { } I did not graduate
Associate Degree: { } Accounting { } Business Administration { } Marketing { } Int'l Business
 { } Human Resource Management
Certificate in Business: { } Accounting { } Administrative Assistant
- [] **Engineering:** from 19__ to 19__ and/or 20__ to 20__ { } I graduated { } I did not graduate
 { } Automotive { } Construction { } Electrical/Electronics { } Refrigeration and Air-Condition
 { } Building Services { } Civil { } Mechanical { } Vehicle Technology
 { } Technical Studies { } Aircraft Maintenance
- [] **Industrial Technology:** from 19__ to 19__ and/or 20__ to 20__ { } I graduated { } I did not graduate
 { } Automotive { } Building Services { } HVAC { } Civil Eng. { } Technical Studies { } Vehicle Technology
 { } Aircraft Maintenance { } General Construction { } Mechanical Maintenance { } Electrical Installation
 { } Refrigeration and Air-Conditioning { } Motor Vehicle Engine Systems

[] **Teacher Education:** from 19__ to 19__ and/or from 20__ to 20__ { } I graduated { } I did not graduate
{ } Primary { } Evening { } Secondary { } Early Childhood { } Secondary TVET_____

[] **School of Pharmacy:** from 19__ to 19__ and/or from 20__ to 20__ { } I graduated { } I did not graduate

[] **School of Nursing:** from 19__ to 19__ and/or from 20__ to 20__ { } I graduated { } I did not graduate

Certificates required to process request: A. General B. Midwifery

Group No.: _____

General Nursing: Start Date (D/M/Y): _____

Complete Date (D/M/Y)_____ (*ends last day of Preceptorship and does not include Graduation*)

General Nursing Council Examination Pass (D/M/Y): _____

Midwifery Nursing: Start Date (D/M/Y): _____

Midwifery Complete Date (D/M/Y) _____

Midwifery Board Examination Pass (D/M/Y): _____

IS THIS YOUR FIRST TRANSCRIPT? Yes No

First transcripts take TWO WEEKS. Please allow a maximum of 4 – 6 weeks to prepare School of Nursing Transcripts (Where grades are In Progress for semesters for which the reporting period has been closed, the transcript will be put on hold until that matter is resolved.) The official transcripts will be addressed and sealed by the Antigua State College then forwarded by the student to the institution and/or public corporation.

Transcripts cannot be addressed “To Whom It May Concern”. Please PRINT CLEARLY the name, mailing address of the institution/university/college to which the transcript is to be mailed. **Ensure that your handwriting is clear when giving email addresses (e.g. zero vs the letter O; I vs a small L). Sending the email address via an email to transcripts@asc.edu.ag or attaching a printout of the email address along with the person’s name, where applicable, is encouraged.** [] *Special/Additional Instructions { } attached { } emailed*

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

Payment is due upon request: See below for associated costs in EC\$

1-4 transcripts in a single request: \$50.00 each Single request for multiple departments: \$75.00

5 or more transcripts in a single request: \$25.00 each after the first 4

Additional costs: Send by fax: \$50.00 Send by Email: \$10.00 Send by Courier: (Ask Us)

Rush: \$110

