

# 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:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**METHOD OF COURIER:**

Ask for Quote & Estimated. Delivery

SNAIL MAIL
<input type="checkbox"/> Regular Mail <input type="checkbox"/> Registered Mail

EXPRESS MAIL
<input type="checkbox"/> Express Mail <input type="checkbox"/> DHL <input type="checkbox"/> Email

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICIAL USE ONLY:**      Yes/No      Fees Cleared

**Receipt #:** \_\_\_\_\_      **Amount Paid:** \$ \_\_\_\_\_

**Signature of College Official** .....

**\*\*Transcript Fees:** Regular **\$50.00** {Process within **3 weeks**}; Rush- **\$75** {Process within 3 days}-Applicant had a transcript within the last year. Email fee: **\$50.00**

**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, replacement of transcript will be at the cost of the applicant.

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