



UNIVERSITY OF THE BAHAMAS
RECORDS DEPARTMENT

TRANSCRIPT REQUEST FORM

Attn: Transcripts

P.O. Box N-4912

Telephone: (242) 302-4360
(242) 302-4312

Fax: (242) 302-4395

Email: records@ub.edu.bs

Please read carefully. Fill out completely, pay at Business Office, and return the white copy to the Records Department

Last Name First Name Middle Initial Maiden Name

Student ID# Birthday (mm/dd/yyyy) Phone Contacts

Address 1

Address 2

Email Address

Are you currently enrolled at UB? Yes No Previous Institution - COB SSTC BTC CRW BHTC

If not currently enrolled, last semester of enrollment? Year Graduated (if applicable)

Form section for transcript type (Unofficial/Official), sending instructions, and recipient details (Name, Address).

Transcripts are sent by regular mail unless otherwise requested.

Additional fee(s) apply for the following services.

Courier Services (NOTE - Courier services are not available to P.O. Box Addresses - Street addresses are required)

Fax to No. (fax and destination address must be same as recipient)

Transcript request will not be processed for students with 'Holds' on their record

Student Signature

FOR BUSINESS OFFICE USE ONLY

1st Transcript @ \$20.00

Each additional transcript @ \$3.00

Fax Courier

Total Paid

White Copy - Records Department

Pink Copy - Business Office

Blue Copy - Student

Revised: December 2016

Signature of University Official:

PowerCampus updated: