

St. Joseph's Convent Port-of-Spain Transcript and Recommendation Application Form

Please note that **EACH** transcript (with certified copies of CXC certificates) **or** recommendation will cost **TT\$20.00**. If no transcript or recommendation is required, **EACH** upload of any other documents **ONLY** to a foreign institution (e.g. certified copies of CXC certificates) will cost **TT\$10.00**.

For upload to an application platform for university (CommonApp/UCAS) will cost **TT\$50.00** (**This instruction does not apply to OUAC**). The cost includes uploading all documents required. You do not have to pay separately for the transcript and/or recommendation.

Transcripts take **15 working days** to process. A late fee of **TT\$100** will be applied to those applications which are submitted with a deadline less than **15 working days**.

Additional Fed Ex or TTPost fees will be worked out based on the address of the recipient. This cost will be e-mailed to the applicant. The fees must be paid **in advance** before the required documents can be sent.

Please note that you must speak to the teacher who would you like to do the **teacher recommendation** before listing his/her name on this form.

Please fill out the following information:

Date:	
Name:	
Phone Number:	
E-mail:	
Current Form (if applicable):	
Year graduated or Year expected to graduate:	
Teacher (s) who will complete teacher recommendation:	

Please check and fill out the appropriate section.

I am transferring to another school ☐

Name of School	Address of School	E-mail of School	Documents Required
			☐ Transcript ☐ Recommendation ☐ Other documents Deadline:

I am applying for a job/internship/summer camp ☐

Name of Organisation	Address of Organisation	E-mail of Organisation	Documents Required
			☐ Transcript ☐ Recommendation ☐ Other documents Deadline:

I am applying to college/university ☐

I am applying using CommonApp ☐

CommonApp No: _____

I am applying using UCAS ☐

UCAS No: _____

I am applying using another application platform ☐

Other Application Platform No: _____

I am applying to schools that do not use an application platform ☐

Name of School and Submission Method	Address of School	E-mail of School Admissions and Student Number	Documents Required
☐ Online ☐ Fed Ex ☐ TTPost		E-mail: Student Number:	☐ Transcript ☐ Recommendation ☐ Other documents Deadline:
☐ Online ☐ Fed Ex ☐ TTPost		E-mail: Student Number:	☐ Transcript ☐ Recommendation ☐ Other documents Deadline:
☐ Online ☐ Fed Ex ☐ TTPost		E-mail: Student Number:	☐ Transcript ☐ Recommendation ☐ Other documents Deadline:
☐ Online ☐ Fed Ex ☐ TTPost		E-mail: Student Number:	☐ Transcript ☐ Recommendation ☐ Other documents Deadline:

Additional Information:

Please fill out the table below to work out your total cost by multiplying the number by the cost of each item and write final cost.

	Number required	Cost	Total
Transcripts		\$20.00	
Recommendations		\$20.00	
Application Platform		\$50.00	
Other Documents		\$10.00	
Late Fee		\$100.00	
Cost of Postage			
Total			

Please indicate payment method: ☐ Cash ☐ Cheque ☐ Credit Card ☐ Debit Card