



INTERNATIONAL COLLEGE CAYMAN ISLANDS

TRANSCRIPT REQUEST FORM

Prior to submitting your transcript request form, kindly ensure you complete the following:

1. Obtain **Financial Clearance and Payment Receipt Number** from the Business Office. You may reach Ms. Lisa Wood, Business Manager at lisa.wood@icci.edu.ky or call 640-8101.
2. Submit the completed form and attach ***a copy of a government issued PICTURE ID*** as proof of identification and email form to melisa.hamilton@icci.edu.ky

**** EACH TRANSCRIPT COST \$25.00. INCOMPLETE FORMS WILL NOT BE PROCESSED. PROCESSING OF REQUEST USUALLY TAKES 3 – 5 BUSINESS DAYS UNDER NORMAL CIRCUMSTANCES.**

STUDENT INFORMATION:

Last Name		First Name		MI	Previous Last Name (if applicable)
Degree:					Date of Birth
Major:		Concentration		Phone Number	
Years Attended From:		To:		Personal Email Address	

TRANSCRIPT INFORMATION:

Name of Recipient:		
Address of Recipient:		
City	State	(Zip) Code
Country		

Payment Receipt Number (if applicable) : _____

Delivery Method:

- Pick up on campus (only for personal transcript which will have "ISSUED TO STUDENT" STAMP ON IT)
- Courier Service (Jamaica: \$50, USA: \$90, UK: \$70, Europe: \$95)
- Email (**first obtain approval from receiving Institution/Organization**):

Student Signature _____ **Date** _____

Registrar Signature _____ **Date** _____