

TRANSCRIPT REQUEST FORM

GENERAL INSTRUCTIONS

1. Be sure to give detailed information.
2. Please type or print information clearly.
3. Incomplete application form will not be processed until all the relevant information is provided and the relevant fees paid.
4. Fees: Regular Transcript - Request processed in three working days - \$350 per copy
Express Transcript - Prepared processed in one working day - \$500 per copy

Payment of fees can be made by visiting our offices or via bank deposit at:

College of Insurance & Professional Studies
NCB 1 - 7 Knutsford Boulevard
Acc. No. 351259361

Deposit Slip must be delivered or faxed to our office as proof of payment
Fax Number 876- 929-6117.

