 **CARIBBEAN COLLEGE OF THE BIBLE INTERNATIONAL**

Rev. 01/21

**Transcripts**

Students must read the transcript request policy below before submitting request.

Student records, including the academic transcript, are held in sacred trust by Caribbean College of the Bible International. Only the student may request a copy of his or her academic record. Family or friends are not permitted access to student records without the written consent of the student.

Transcripts and documents from other institutions are the property of Caribbean College of the Bible International and, as such, are under the control of the Registrar’s office. A student has the right to view the documents in his or her file; the College is not required to provide (or allow the making of) copies of these documents. Transcripts submitted to Caribbean College of the Bible International for admission or credit transfer become the property of the College and cannot be returned to the student or forwarded to other institutions.

**How to Request a Transcript**

Students may request a paper transcript by filling out the Official Request form online and e-mailing same to [admin@ccbi.org](mailto:admin@ccbi.org) to the attention of the Registrar. On the other hand, students may print the form and fill out the information by hand and mail or present in person for the attention of the Registrar to:

**Caribbean College of the Bible International**

**# 59 Eastern Main Rd Barataria,**

**Port of Spain Trinidad, W.I.**

All requests, regardless of media used, must be signed by student / alumnus.

It must be noted that all financial obligations must be cleared before request is honoured.

Requests will usually be processed within five business days of receipt.

The International Office is open weekdays from 8:00 a.m. until 4:00 p.m.

**Test for Authenticity**

Recipients can verify the authenticity of CCBI’s Transcripts by recognizing the embossed and rubber stamp seal of the College, the authorization Registrar’s signature, and the watermark flame at the background.

Fees for Transcript

The first Official Transcript is free to the student /alumnus. Student must pay US$ 30.00 each for every subsequent Transcript.

**Types of Official Transcripts and Delivery Methods**

**Paper Transcripts**

Standard delivery: Paper transcripts will be mailed through the general Postal Service within five business days of receiving your completed form.

Expedited delivery: You may sign up for an individual personal account with a reliable courier provider relevant to your Country or State (Fed EX; DHL etc), make note of that account number on your transcript request form along with your request to have your paper transcript specially handled. You must submit this request to expedite a same-day transcript before 3 p.m. Monday through Friday.

Pickup by requestor: You must have an acceptable and valid ID (proof of identity) with signature and photo. Please present your ID at the time of your request, if the name shown on your primary identification does not match the name on your school records, you will be required to present additional proof of identity.  All transcripts must be picked up within 90 days.  After 90 days, you will need to submit a new transcript request.

It must be noted that Official Transcripts is preferably mailed directly to requesting agencies (employer, college, university etc.) not to students or delivered to them. If picked up by students the envelope containing the Transcript is delivered sealed with the Registrar’s signature placed over the envelope closure, a stamp labelling it “Official Transcript Enclosed Void if Seal is Broken”, and the College seal affixed over the envelope closure at both ends. This envelope is only to be opened by requesting agency.

Pickup by a designated third party: You must submit a signed statement in addition to the completed /signed transcript request form allowing release of your official transcript to the specified individual.  The person picking up the transcript must present a valid ID.

The security features will be in place as above.

All transcripts must be picked up within 90 days.  After 90 days, you will need to submit a new transcript request.

**Whom to Call for Help**

You can contact the Registrar's Office at (868) 675-4709 or Whatsapp Call (868) 686-4629 with questions about transcript requests, or email [admin@ccbi.org](mailto:admin@ccbi.org)

Unofficial Transcripts

Unofficial transcripts are available at no charge for current students and students who have left the College within the last 2 years.

Unofficial transcripts accompany degrees at graduation.

Students who left the College for more than 2 years will need to request an official transcript using the normal official transcript form.

**CARIBBEAN COLLEGE OF THE BIBLE INTERNATIONAL**

**Transcript Request Form**

To get a copy of your transcript: Courier Reference #

1. Complete this form

2. Send to International Office: Email: [admin@ccbi.org](mailto:admin@ccbi.org)

**Please send me a copy of my transcript to:**

Name of Employer / College:

Mailing Address:

City:  State: Zip Code:

Country:

Recipient’s Full Name (e.g. Receptionist’s name):

Recipient’s Job Title:

Recipient’s Department:

Recipient’s Contact Number:

Recipient’s Email Address:

**Student Information:**

Full Name at time of enrolment:

CCBI Student ID #:

Mailing Address:

City:  State: Zip Code:

Country:

Phone #:

Date of Birth:  National ID #:

Email Address:

Year Graduated: Years Attended (duration):

National Division:

**Signature:       Date:**

Type your name for signature or insert digital signature.