



**UTech/JIM SCHOOL OF ADVANCED MANAGEMENT**  
**47 Hope Road, Kingston 10**



**REQUEST FOR TRANSCRIPT**

<p>_____</p> <p>Name of Course _____</p> <p>Name in full: Mrs./ Mr./ Ms. _____</p> <p>Year Started: _____ ID# of Course _____</p> <p>Send Transcript to the attention of:          Mrs./Mr./Ms. _____          (Name in full)</p> <p>Institution/Organisation: _____</p> <p>Address _____</p> <p>_____</p> <p>Student's          Telephone No(s) Home _____ Business _____</p> <p>Email Address: _____ Cell. _____</p> <p><b>COURSE LOCATION:</b>          KINGSTON MANDEVILLE MONTEGO BAY OCHO RIOS PORT ANTONIO</p>	<p><b>FOR OFFICIAL USE ONLY</b></p> <p><b>COURSE FEE o/s:</b> \$ _____</p> <p><b>DATE REC'D :</b> _____</p> <p><b>AMT PAID:</b> \$ _____</p> <p><b>REC #:</b> _____</p>
<p><b><u>N.B</u> INCORRECT INFORMATION WILL DELAY THE PREPARATION OF YOUR PROGRESS REPORT.</b></p> <p><b>PROCESSING OF TRANSCRIPT TAKES APPROXIMATELY TWO WEEKS.</b></p> <p><b>FOR PREPARATION ONLY, IN 3 WORKING DAYS, THERE IS AN EXTRA CHARGE OF \$500.00</b></p>	<p><b>REQUESTED BY:</b></p> <p>_____</p> <p><b>DATE</b></p> <p>_____</p>
<p><b><u>COST OF PROGRESS REPORT MAILED/COURIERED</u></b></p> <p><b>PREPARATION &amp; POSTAGE – (LOCAL /INTERNATIONAL): \$1,000.00</b></p> <p><b>PREPARATION &amp; REGISTERED MAIL: (LOCAL): \$1,180.00 (\$1,000 + \$180.00)</b></p> <p><b>PREPARATION &amp; REGISTERED MAIL: (INT'L – U.S.A. &amp; CANADA): \$1,360.00 (\$1,000 + \$360.00)</b></p> <p><b>PREPARATION &amp; REGISTERED MAIL: (INT'L – United Kingdom): \$1,600.00 (\$1,000 + \$600)</b></p> <p><b>PREPARATION &amp; DELIVERY: (LOCAL – AIRPAK): \$2,100.00 (\$1,000+ \$1,100)</b></p> <p><b>PREPARATION &amp; DELIVERY: (INT'L – FEDEX – U.S.A.): \$4,000.00 (\$1,000 + \$3,000)</b></p> <p><b>PREPARATION &amp; DELIVERY: (INT'L – FEDEX – CANADA): \$4,750.00 (\$1,000 + \$3,750)</b></p> <p><b>PREPARATION &amp; DELIVERY: (INT'L – FEDEX – UNITED KINGDOM): \$5,500.00 (\$1,000 + \$4,500)</b></p> <p><b>PREPARATION &amp; DELIVERY: (INT'L – FEDEX – EUROPE/: \$6,500.00 (\$1,000 + \$5,500)          NON-UK REGION)</b></p> <p><b>PREPARATION &amp; DELIVERY: (INT'L – FEDEX – CARIBBEAN): \$4,500.00 (\$1,000 + \$3,500)</b></p> <p><b>N.B. RATES ARE SUBJECT TO CHANGE AS EXCHANGE RATE MOVES.</b></p>	