

Rajiv Gandhi University of Science and Technology

A Brand for Quality Education!

Transcript Request Form

Personal Information:

First Name:		Surname:
Middle Name:		Country of citizenship:
House No:		Street:
City:		Student ID:
State/Province:		Zip Code/Postal Code:
Country:		Tele No:
Cell No:		Email :

Un-Official Transcript (Grade Sheet) request fee of US\$25 must be paid to the university, document will be sent to student via e-mail or it can be uplifted from the Registrar's Office. Official Transcript request fee is US\$75 for the first copy and US\$25 fee for additional copies. In order for RGUST to process the request for Official Transcript, student should have cleared all their Financial Obligations to the University and must have submitted Original Records / Transcripts from previous institutions attended and any additional documents requested with their Student File status complete. Please note that provided the student has fulfilled all financial & document obligations, it takes approximately 15 business days for initial process of the request.

Transcript Request: Official ☐ Unofficial ☐

Status: Current Student ☐ Former Student ☐ Alumini Student ☐

Number of Copies: _____

Please send the Transcript to (Name and Address):

Student's Signature (Required): _____

Date (Required): _____

All payments must be made to the university's bank account using the following information:

Bank Name: Demerara Bank Ltd.

In the name: Rajiv Gandhi University of Science and Technology

Account#: 4019071/00100

Once payment is made deposit slips must be submitted to admissions office or emailed to tf@rgust.edu.gy.