

June 12, 2024

Official Transcript Requests - Improved and Updated Service

In our continuing efforts to enhance efficiency and improve delivery of service to you, we are pleased to introduce our new online transcript request service. Starting on Friday 14th June 2024, COSTAATT, in partnership with Parchment (a US-based all-in-one credentialing platform), will provide an easy online request service to all our current and former students.

REQUESTS

All requests for official transcripts must now be made via our online transcript store, through which you can access the following services:

- Request the upload of your official transcript to any TT or foreign institution or verification body;
- Request the verification of your curriculum by uploading the necessary documents e.g. CGFNS, NNAS, HCPC, NMC forms;
- Request a printed official transcript to be delivered to and collected at a specified COSTAATT campus in Trinidad or Tobago;
- Request a printed official transcript to be delivered to any US or international institution.

Please note carefully:

- *As of Friday 14th June 2024, official transcript requests submitted on paper forms, fillable forms or via Self-Service will not be accepted.*
- *All students/graduates must be financially cleared before the official transcript is processed.*

PAYMENTS

Payments can be made online via credit card.

BENEFITS OF THIS NEW SERVICE

With this new and improved service:

- You will no longer be required to pay the TT\$230 fee for official transcripts to be sent overseas.
- You will no longer be required to come in person to a cashier, or stand in line to make a payment at COSTAATT or a commercial bank.
- No longer will there be delays for bank transactions/payments to appear on your COSTAATT student account.

The request and payment can be made seamlessly on one platform.

COSTS

Cost per transcript - **US\$15.00**. Although digital transcripts are accepted by most institutions, we know that some of you may require printed copies. Should you wish to have copies printed and mailed, Parchment will charge an additional mailing fee, as listed below.

Mail Delivery	Additional Cost (US\$)
Delivery within the US	\$2.50
Delivery outside the US	\$5.75

There is no additional cost to have your official transcript uploaded/transmitted digitally.

Get started by visiting COSTAATT's Transcript Store. You must create an account to access these services.

Your official transcript is just a click away!

COSTAATT's Storefront link: <https://www.parchment.com/u/registration/69423066/account>

Regards,
Office of the Registrar

