



**UWI**  
CAVE HILL CAMPUS  
BARBADOS, WEST INDIES

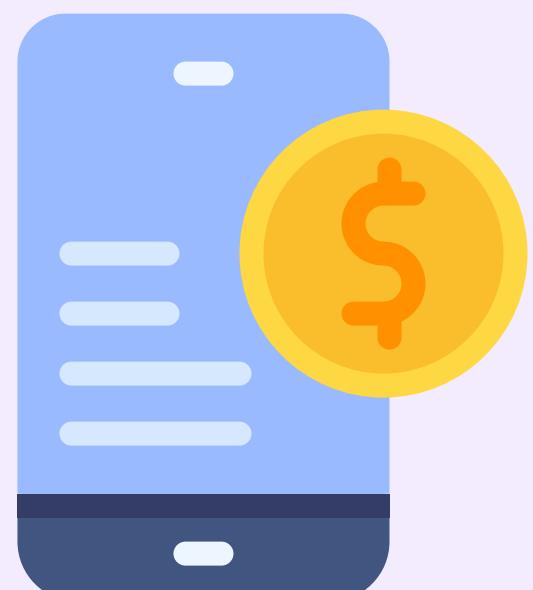
# REQUESTING OFFICIAL TRANSCRIPTS

## From Tertiary Institutions

Before requesting a transcript through the recommendation/transcript portal from your previous granting institution(s), please follow these important steps:

### **1 COMPLETE ALL GRANTING INSTITUTIONAL REQUIREMENTS FIRST:**

- Pay any required transcript fees
- Submit transcript request forms



### **2 REQUEST THE TRANSCRIPT IN YOUR UWI APPLICATION PORTAL:**



- Enter the contact information for the person who will upload your transcript
- They will receive instructions to upload directly to our portal



### **IMPORTANT:**

***Do not request a transcript through our portal until you have completed all the above requirements at your previous granting institution. Once the transcript is uploaded, the status in your account will update to "Completed."***

STUDENT AFFAIRS, ADMISSIONS OFFICE

[\[CONTACT INFORMATION\]](#)