



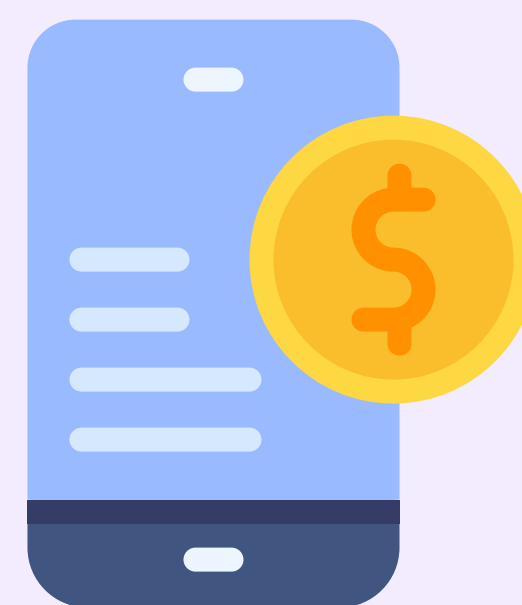
# REQUESTING OFFICIAL TRANSCRIPTS

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

[\[CONTACT INFORMATION\]](#)