



## TRANSCRIPTS

There are two kinds of transcripts: unofficial student copies and official copies.

### Student transcripts

These are unofficial copies that the student can request for his or her own records.

These are sent directly to other colleges and employers. It is the policy of ABIIT not to submit official copies of transcripts directly to students. No official transcripts can be sent to a student's home address. Only a student copy of the transcript can be sent.

### How can I obtain a copy of my transcript?

You may obtain an official copy of your academic transcript with the college's seal and signature of the Registrar in the three following ways:

1. **ONLINE**

**Both official and student copies may be ordered online for your convenience. The regular transcript fee charged by ABIIT is \$30.00 per transcript.**

**Get started here.**

**[Order your transcript online.](#)**

2. **IN PERSON**

You may come to the Registrar's Office (Room 215) and fill out a transcript request form to receive to have an official transcript sent to other colleges and employers.

There is a \$30.00 fee for transcripts

Please allow 2 to 3 working days in order for us to process your transcript request.

3. **IN WRITING**

Please download and complete a transcript request form and mail it to:

**Registrar's Department**

Room 215

Antigua & Barbuda International Institute of Technology

Coolidge

P.O. Box 736

St. John's Antigua

4. Be sure to include:

- Your full name.  
(If you have attended ABIIT under a different name, please include both.)
- Student identification number
- Present mailing address
- Exact name and address where you want your transcript sent
- A \$30.00 check or money order should be included for each request

Please make checks or money orders out to  
Antigua & Barbuda International Institute of Technology or ABIIT

### What if I need a student copy of my transcript right away?

Pick up a transcript request form from the Registrar's office. Go to the pay Bursar's Office (Room 216), pay the \$30.00 fee have the form stamped. Return the stamped request form to the Registrar's Office and **a student copy will be given to you on the spot.**

Please note that your first official copy is free. All other copies will cost \$30.00.

### Under what circumstances will my transcript be held?

The College reserves the right to withhold all information on the record of any student who has not fulfilled financial and other responsibilities to the College, including payment of fees.