

Rajiv Gandhi University of Science and Technology

Procedure

Students requesting an official transcript must adhere to the following procedures:

1. Application Submission

- Students must submit a completed **Transcript Request Form** to the Registrar's Office via official email or hard copy.

Email address:

The Registrar: Ms. Amelia Veeren ar@rgust.edu.gy

Assistant Registrar: Ms. Sheldonna Hetmyer asst-registrar@rgust.edu.gy

2. Payment Requirement

- A **non-refundable fee of USD 100.00/ GYD 21,800** is required for processing each transcript request.
- Additional copies will cost **USD 65.00/GYD 14,170**.
- Payment must be made in full before the request is processed.

3. Processing Timeline

- Transcripts will be processed within **three to six weeks** from the date of payment and application submission.
- If there are queries with the student's file, this process will be extended, giving notice to the applicant.

4. Collection

- Once ready, transcripts must be collected in person from the Registrar's Office.
- Students will be notified via email when the document is available for collection.
- Authorisation, along with a copy of identification, is required for anyone other than the student who is requesting the transcripts.

Transcript Request Form

Personal Information:

First Name:		Surname:	
Middle Name:		Country of citizenship:	
Address:		Street:	
City:		Student Registration:	
Country:		Student Status:	Current ☐ Alumni ☐
Scholarship:	Yes ☐ No ☐	Tele No:	
Cell No:		Email:	

Un-Official Transcript (Mark Sheet) request fee of **US\$100.00** must be paid to the university, the document will be sent to the student via e-mail, or it can be uplifted from the Registrar's Office. Any additional copy will cost **US\$65.00**. In order for RGUST to process the request for Official Transcript, the 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 a minimum of **three to six weeks** for the process of this request.

Type of transcript: Unofficial ☐ Official ☐

Number of Copies: _____

Recipient Information for Transcript (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 the university's Department of Examination
dept.examination@rgust.edu.gy and copies to the Finance department financedepartment@rgust.edu.gy