



Student Transcript Request Policy

Purpose

Trinity Global Institute commits to a clear and efficient process for students to request their academic transcripts (official and unofficial) in accordance with FERPA (Family Educational Rights and Privacy Act) regulations. All current and former students have the right to request their academic transcripts. The institution commits to process these requests in a timely manner according to the procedures below:

1. Request Methods:

- o **Online Request:** Students can submit a transcript request through the [Institution's Online Portal/Website].
- o **In-Person Request:** Students may visit the Registrar's Office to fill out a transcript request form.
- o **Mail or Email Request:** Students can download the transcript request form from the website, fill it out, and send it via mail or email to the Registrar's Office.
- o Students must ensure that all financial obligations to the institution are settled before requesting their transcripts.
- o All requests must include a legible copy of a valid government-issued photo ID.

2. Required Information:

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|--|---|----------------|
| -Full name (including any former names) | -Student ID number | -Date of birth |
| -Contact information | -Number of copies requested | |
| -Delivery method (mail, email, or pick-up) | -Signature (for mail or email requests) | |

3. Processing Time:

Transcript requests are processed within **5-7 business days after receipt of the fully completed form, ID, and payment**. During peak periods, it may take up to 10 business days. Overnight delivery is for those who need their transcripts more urgently at an additional cost, based on based on the **final destination**.

Students will be notified via email once their request has been processed.

4. Delivery Options:

Official transcripts may be sent directly to employers, schools, or other third parties. Official transcripts provided to students are issued in a sealed envelope. If the seal is broken, the transcript is considered unofficial. is available

5. Fees:

A fee of \$25 is charged for each official transcript requested. Payment methods include credit/debit card, check, or cash.

Unofficial transcripts for currently enrolled students are provided at no cost.

6. Contact Information:

- o For questions regarding transcript requests, students can contact the Registrar's Office at (407)379-7901.