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G P G S

Enlighten...Enrich...Extend!

Request for Academic Records

Note to Applicant: It is the responsibility of individual applicants to have their academic records forward to GPGS. Please complete the top part of this form and submit it to the registrar/controller of examinations/or other authorized official at the academic institution where you obtained your credential (s). Print additional copies of this form if necessary. *Please note that some institutions may charge a fee for this service.*

Last/Family Name:		First/Given Name:	
Previous Name (if applicable):	Date of Birth (mm/dd/yyyy):	Email:	
Institution Name:		Dates Attended (from/to):	
Degree Name (if applicable):	Year of Award (if applicable):	Major:	
Student ID or Roll Number at sending institution (if applicable):			

I hereby authorize the release of my academic records to GPGS.

Applicant's Signature: _____ Date: _____

Note to Authorized Official: The above-named person seeks to have his/her credentials evaluated for universities overseas and requests that a transcript of his/her academic records/statement of marks – showing all subjects completed and all grades/marks awarded for all years of study – be released to GPGS. Please complete this form, place the form and academic records in an envelope, sign and seal the envelope across the back flap, and send it directly to GPGS at the address above. We require five (5) original copies. Please mark the envelope that this form will be in.

Confirmation: I confirm that the student named above attended _____
from _____ to _____.

Authorized Signature and Seal:

_____ Date