



University of Puerto Rico at Humacao
Registrar's Office

TRANSCRIPT OF CREDITS REQUEST FORMS

First Last Name		Second Last Name		Name	Initial
Student Number	Social Security No.		The copy of my record should be:		
			<input type="radio"/> With final grades of current semester <input type="radio"/> With degree <input type="radio"/> Spanish <input type="radio"/> English		
Are you currently on UPRH?					
<input type="radio"/> Yes <input type="radio"/> No					
Name and address of the person or institution you want submit the Transcript of Credits				Purpose (Employment, study, scholarship, others)	
Phone Number		Number of copies		Amount to pay	
				\$	

Student Signature

Date

Rules for the Issuance of Copies of Transcript of Credit

1. The transcript is a confidential document which we issue copies only upon student's request or another accredited university Chancellor or the Rector, and the Deans of the UPR.
2. Official certified copies are sent directly by the University to the agency or institution designated by the applicant. Copies that are delivered to students are for personal use only and so recorded in the transcript. In order to provide a copy of the transcript to another person, written authorization from the student is required.
3. Each copy costs \$5.00. Payment will be made by money order or certified check in favor of the University of Puerto Rico or official receipt of Billing and Receivable Office if payment is made personally. Any check that is not certified will be returned to the applicant. If the request is by mail it is to be sent to the office mentioned above directly to:
**UNIVERSITY OF PUERTO RICO AT HUMACAO
BILLING AND RECEIVABLE OFFICE
BOX 860
HUMACAO PR 00792**
4. **Applications must be filled at the Registrar's Office at least two weeks before the date on which the transcript is needed.**
5. Any claim regarding this application must be submitted within 90 days of the date of filling thereof in the Registrar's Office.

**Billing and Receivable
Office**
