

# How do I Get my Transcript?

Grade reports including all completed coursework to date will be issued to students four to six weeks after the completion of each academic term as long as students are in good academic and financial standing.

Official transcripts bearing the University seal and validating signatures are not issued to students or other individuals, but are mailed directly to institutions as confidential information, and only upon the written request by students.

Requests for official transcripts are to be submitted in writing by completing the appropriate [Transcript Request Form](#) by email or in person at the OUR – Grenada campus.

A charge of \$15.00 US for each transcript request may be paid directly to the Accounts Office (Grenada). Checks should be made payable to:

St. George's University  
Office of the University Registrar (OUR)

St. George's University  
Grenada, West Indies

Or

Office of the University Registrar (OUR)  
University Support Services, LLC  
3500 Sunrise Highway, Building 300  
Great River, NY 11739  
Fax: +1 (631) 665-2047

For further information on Transcripts please visit the of [Office of the University Registrar site](#) on the University portal.