

**For office use only**

Collected: \_\_\_\_\_

Receipt # \_\_\_\_\_

Received by: \_\_\_\_\_

RN  RM  EAN

ANY SPECIAL REQUEST indicate with a: (✓)

➤ Courier Service \_\_\_\_\_

➤ Other \_\_\_\_\_

➤ Not applicable \_\_\_\_\_

*Graduate's Current Address here*

Street No	_____
City	_____
Postal/Zip Code	_____
Country	_____
Telephone # (Local contact person)	_____
Email address	_____
Applicant's T.R.N.	_____

Date: \_\_\_\_\_

The Director  
Kingston School of Nursing  
50 Half Way Tree Road  
Kingston 5

Dear Madam,

**Request For Transcript From Kingston School of Nursing**

I hereby request *General/Midwifery/Enrolled Assistant Nursing* Transcript (s) for

Name of Graduate .....  
(First, Middle and Surname) also indicate married name where applicable

Institution of Training ..... DOB .....  
DD/MM/YYYY

Training Period

➤ Registered General Nurse from: ..... to .....  
Month/Year Month/Year

➤ Midwife from ..... to .....  
Month/Year Month/Year

➤ Enrolled Assistant Nurse from: ..... to .....  
Month/Year Month/Year

❖ Have you previously applied for a Transcript?  YES  NO If yes, when? .....

Official  Student  Number of Copies

Kindly forward transcript (s) to: -

.....  
.....  
.....  
.....

Enclosed is the sum of ..... Dollars (\$) as fee for processing

Yours faithfully,

.....

- N.B. 1. Please write legibly
- 2. Make sure form is filled out completely

Please turn over to Page 2

## Please note:

### **PROCESSING FEE FOR TRANSCRIPT AND OR VERIFICATION:**

Jamaica			
o Official	-	JD \$2,750.00	Each
o Student Copy	-	JD \$2,000.00	Each
USA	-	USD \$25.00	Each
Canada	-	CAN \$30.00	Each
United Kingdom	-	£20.00	Each

Fees are accepted in Jamaica Dollars, if applicant from abroad sends a designate to pay fees in that currency.

- Processing of Transcript or Verification requires the necessary fee quoted above with each application
- Payment is through Cash or Money Order. Cheques are to be addressed to The Permanent Secretary, Ministry of Health & Wellness.

**N.B. Effective September 2, 2019, the School no longer accepts Transcript fees. Payments are made to the Cashier, Ministry of Health and Wellness, 10A Chelsea Avenue, Kingston 5. Applicant must submit receipt of payment before processing can commence.**

- Postage/courier fee is paid separately.
- The current processing of Transcript and/or Verification takes two (2) to three (3) weeks or more.
- All official Transcripts and/or Verifications of Academic Records for overseas organizations are sent by Federal Express. Tara Courier is used for locations in Jamaica, unless otherwise specified.
- It is customary that all requests for official Transcripts and Verifications are sent directly to agencies and/or institutions.
- A message is sent to each applicant advising that the transcript or verification is processed, for mailing arrangements to be made.
- For further clarification and/or information, please contact the School at:

**Telephone:** (876) 633-7762, 876-926-4127-9

**Extension:** 7762

**Email:** [ksnja.jamaica@gmail.com](mailto:ksnja.jamaica@gmail.com)

Or address to:

The Director  
Kingston School of Nursing  
Transcript Department  
50 Half Way Tree Road  
Kingston 5

Revised September 19, 2023