MINISTRY OF EDUCATION
NATIONAL EXAMINATIONS COUNCIL
FOR
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING
APPLICATION FOR STATEMENT / TRANSCRIPT OF EXAMINATION PERFORMANCE

1. FULL NAME:……
SURNAME GIVEN NAME

2. NAME USED FOR EXAMINATION ENTRY:……..

3. ADDRESS OF APPLICANT:……...

4. CONTACT NUMBER(S):……

5. EMAIL ADDRESS:……

6. Tick (✓) the appropriate box:(i) MALE ☐ FEMALE ☐
(ii) COPY OF I.D. ATTACHED (Choose one) I.D.☐ D.P.☐ P.P.☐

7. NUMBER OF STATEMENT(S) ( ) NUMBER OF TRANSCRIPT(S) ( )

8. PURPOSE FOR WHICH STATEMENT(S) / TRANSCRIPT(S) IS/ARE REQUIRED:
……...

9. NAME OF SCHOOL(S) / TECHNICAL INSTITUTE(S) ATTENDED:
……...

10. NAME OF COURSE TAKEN:…….

11. DURATION OF COURSE:……..YEAR(S) FROM:……. TO:……

12. YEAR IN WHICH FINAL EXAMINATION WAS TAKEN: ……..

13. STATEMENTS:
MAIL TO THE ABOVE ADDRESS ☐ TO BE COLLECTED AT THE NEC OFFICE ☐
N.B. ***The Council cannot guarantee availability of documents not collected within two months of request date.***

14. TRANSCRIPTS:
NAME(S) AND ADDRESS/ES OF AUTHORITY/IES REQUESTING TRANSCRIPT(S):
……...
……...
(i) Transcripts will be forwarded directly to the Authority requesting it.
(ii) Transcripts will NOT be issued to candidates.

PAYMENT - Payments can be made at the District Revenue Office or any Revenue office. The original receipt must be submitted when making an application.

N.B. Cost per statement/transcript for the current year- $5.00
Cost per statement/transcript for previous years- $10.00

SUITABLE FORM OF IDENTIFICATION– Identification Card, Driver's Permit or Passport, must be presented and ***a copy of the I.D. attached to the application***. In the case of a Statement to be posted, I.D. must be presented at the time of request. In the case of a Statement to be collected, I.D. must be presented at the time of collection.

When a Statement is to be collected by a person other than the candidate, written authorization by the candidate along with copies of identification of both the candidate and the collector must also be presented at the time of collection.

It is the responsibility of the applicant to ensure that all information requested above is provided and is **CORRECT.** Unless these requirements are satisfied, the Council cannot guarantee that the application will be processed.

…… ……..
DATE **SIGNATURE OF APPLICANT**