



THE UNIVERSITY OF THE WEST INDIES

MONA CAMPUS

Office of the Campus Registrar

Admissions Section

STATUS LETTER REQUEST FORM

To obtain a Status Letter, please pay the required fee at the Bursary cashier and return the completed Status Letter Request Form with the receipt to the Admissions Section. The schedule of costs for Status Letters and sample templates are attached.

ID. NUMBER:

TITLE: Miss () Mrs. () Mr. ()

NAME: (block letters)
Last name First name Middle name

TERM ADDRESS:

CONTACT NUMBER: EMAIL ADDRESS:.....

PROGRAMME:

DEGREE () DIPLOMA () SPECIAL ADMISSION / EXCHANGE / OCCASSIONAL ()

YEAR OF STUDY: 1st () 2nd () 3rd () 4th () FINAL () OTHER ()

REGISTRATION STATUS: Part-time () Full-time () Not Applicable ()

PRESENT FACULTY: Hum. & Education {Arts-based} () Hum. & Education {Ed.-based} ()

Science and Technology ()

Law ()

Medical Sciences ()

Social Sciences ()

TYPE OF REQUEST: Regular ()

Express ()

MODE OF DELIVERY: Will collect ()

Please Fax ()

Fax #: ATTN:

LETTER FORMAT

LETTER CATEGORY:

A. Letter addressed To Whom it May Concern

B. Letter addressed specified person/company - Student must provide the

Name: _____

Address: _____

LETTER TEMPLATE:

1. Student is registered for the applicable year

2. Student is **NOT** registered for the applicable year

N.B. Registration is effected upon payment of all tuition and fees in addition to the selection of courses.

Signature: _____

Date: _____

For Official Use Only

Date request received:.....

Time:

Date faxed/collected:.....

Collected by:

Admissions Officer:

SCHEDULE OF COSTS FOR STATUS

Regular Processing (5 working days)	J\$500
Express (3 working days)	\$1,000
Additional Copy (each)	J\$300

SAMPLE TEMPLATES

<p>Category A Template #1</p> <p style="text-align: center;"><u>TO WHOM IT MAY CONCERN</u></p> <p>This is to certify that John Doe is a registered full-time student in the Faculty of Science & Technology at The University of the West Indies, Mona Campus, for the 2014/2015 academic year.</p> <p>Mr. Doe entered the Faculty in August 2011 and is pursuing the B.Sc. (General) degree programme. He is expected to complete the requirements for the award of the degree on July 1, 2014.</p> <p>His student registration number is 99999999.</p> <p style="text-align: center;">..... <i>for Campus Registrar</i></p>	<p>Category A Template #2</p> <p style="text-align: center;"><u>TO WHOM IT MAY CONCERN</u></p> <p>This is to certify that Jane Doe was a registered Full-Time student in the Faculty of Law at The University of the West Indies, Mona Campus for the academic year 2013/2014.</p> <p>Miss Doe entered the Faculty in August 2012 and is pursuing the Bachelor of Laws (LL.B) degree programme. She is expected to register for the academic year 2014/2015, in order to complete the requirements for the award of the degree on July 1, 2015.</p> <p>Her student registration number is 99999999.</p> <p style="text-align: center;">..... <i>for Campus Registrar</i></p>
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