



NORTHERN CARIBBEAN UNIVERSITY

A Seventh-day Adventist Institution

UNIVERSITY RECORDS OFFICE

LETTER REQUEST FORM

Please note that letters being requested are prepared within **3-5 business days upon receipt of the request and proof of payment**, which must be attached to this form.

Current students are required use their NCU e-mail address when completing this form. Past students may also use their NCU email address or provide an alternative e-mail address.

DATE: _____

YOUR NAME: _____

NCU ID #: _____ Tel#: _____

E-MAIL: (1) _____ (2) _____

DEGREE PROGRAMME: _____

GRADUATION DATE OR EXPECTED GRADUATION DATE: (MM/YY) _____

TYPE OF LETTER REQUEST: STATUS -J\$100 { } COMPLETION-J\$300 { } DEGREE VERIFICATION J\$300 { }

MODE OF DELIVERY: PICK-UP { } E-MAIL { } REGULAR MAIL { }

NAME OF PERSON/ORGANIZATION TO WHOM THE LETTER WILL BE ADDRESSED:

ADDRESS OF PERSON/ORGANIZATION TO WHICH THE LETTER WILL BE SENT:

Special Instructions:

PAYMENT CAN BE MADE AT BILL EXPRESS OR PAYMASTER – AC# 5166101

FOR OFFICIAL USE ONLY

Payment Received: YES () NO ()

Date Processed: _____

Financial Clearance: YES () NO ()

Authorized Signature (Finance): _____