



**THE UNIVERSITY OF THE WEST INDIES
MONA**

Office of Graduate Studies & Research

**LETTER REQUISITION FORM
(THE COST TO OBTAIN A LETTER IS JA\$100.00)**

Instructions:

- (i) Answer all questions***
- (ii) PRINT CLEARLY***

You are required to pay the fee at the Cashier in the Bursary and present the receipt to the Graduate Studies and Research Office on the date of the request or upon collection of the letter. The letter should be expected within a week of the request.

Please note that the opening hours of the cashier are: 9:00 a.m. - 3:30 p.m.

NAME (Mr./Mrs./Miss)

TERM ADDRESS
.....

FACULTY PROGRAMME

REGISTRATION NUMBER PART-TIME () FULL-TIME ()

PURPOSE FOR WHICH LETTER IS REQUESTED

.....

.....

NAME AND ADDRESS TO WHICH REQUEST IS TO BE DIRECTED

.....

SIGNATURE

DATE