

## Applying for an Undergraduate Status Letter

Status letters are used to verify a student's enrolment status at the University to a third party. The UWI, Mona offers two (2) types of services for the preparation of letters for undergraduate students, i.e. Express and Standard (Normal) which differ in processing times and cost.

Type of Service	Pick-up time after submission	Cost per letter
Standard (Normal)	5 days	\$500
Express	3 days	\$1000

### How to Apply for a Status Letter

1. [Click the link here](#)
2. Log-in to the Bursary Online Student System (BOSS) using your UWI Identification Number and UWI domain password
3. Select 'Forms'
4. Select 'Admissions Status Letter'
5. Complete the application form
6. Submit your application

As soon as you submit your application a confirmation email will be sent to your email address with instructions pertaining to payment as well as the date of collection.

### Kindly make payment to your student account at any of the following locations:

- E-commerce (<https://eservices.mona.uwi.edu/payment>)
- Paymaster
- Bill Express
- UWI Bursary Cashier (Weekdays 9:00 a.m. – 3:00 p.m.)
- EDUCOM Credit Union Limited
- National Commercial Bank (NCB) island-wide
- Jamaica National Bank

*Your status letter can be collected at the Admissions Section, located on the Ground Floor of the Senate Building (Mona Campus). To collect the letter, you must present a valid ID and a copy of your receipt.*