



**FACULTY OF HUMANITIES AND EDUCATION
THE UNIVERSITY OF THE WEST INDIES, MONA**

UNDERGRADUATE STUDENT REQUEST FORM

SECTION A: STUDENT INFORMATION

PERSONAL DATA:

Student ID Number:

FULL NAME:
Surname First Middle Initial(s)

TERM MAILING ADDRESS:
.....

PERMANENT ADDRESS:
.....

HOME #: **CELL#:** **EMAIL:**

ENROLLMENT DATA:

PROGRAMME: BA B.Ed. Diploma
(Name of Programme)

LEVEL: One Two Three **STATUS:** Part-time Full-time

CAMPUS: Mona WJC Moneague Shortwood Bethlehem

SECTION B: NATURE OF REQUEST

Have you attended any lectures, submitted course work or sat any exams? Yes No

If yes, state when you state period of attendance.

LEAVE OF ABSENCE: Academic Year 20..... / 20 Semester(s)

LATE ADJUSTMENTS TO REGISTRATION: Academic Year 20..... / 20 Semester(s)
(Add/Drop requests made 7 weeks after the start of teaching **WILL NOT** be accepted)

COURSE CODE	ADD	DROP	LECTURER'S NAME & SIGNATURE

EXEMPTION(S) WITH CREDIT [] / WITHOUT CREDIT []: Course Code(s) & Title(s):

.....
.....

NB. Exemptions request must be submitted with a copy of your unofficial transcript which may be obtained from the Examinations Section. Exemptions are normally granted for Level 1 courses only.

TRANSFER OF CREDIT(S): (Course outline(s) and transcript **MUST** be submitted along with this form for courses taken at other institutions

COURSE CODE	COURSE TITLE	UWI EQUIVALENT	HEAD OF DEPARTMENT SIGNATURE

BRIEFLY STATE YOUR REASON(S) FOR THE ABOVE REQUEST(S):

.....
.....
.....
.....
.....

Applicant's Signature

Date

FOR OFFICIAL USE ONLY	
Received By:	Date Received:
COMMENTS:	