

THE UNIVERSITY OF THE WEST INDIES MONA

Office of Graduate Studies & Research

LETTER REQUISITION FORM (THE COST TO OBTAIN A LETTER IS JA\$1000.00)

Each additional copy will attract a charge of \$300

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 24 working hours (*approximately 2 days*) of the request.

Please note that the opening hours of the cashier are: 9:00 am to 3:00 pm.

NAME (Mr./ Mrs. Miss/ Dr.)			
TELEPHONE NO			
TERM ADDRESS			
FACULTY	PROGRAMME .		
REGISTRATION/ID NUMBER	PAR	T TIME ()	FULL-TIME ()
PURPOSE FOR WHICH LETTER IS REC	UESTED		
NAME AND ADDRESS TO WHICH REC	QUEST IS TO BE D	DIRECTED	
		SIGNATURE	
		DATE	

Graduate Studies & Research Effective October 9, 2013