



# 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: \_\_\_\_\_

NAME OF REQUESTOR: \_\_\_\_\_

ID #: \_\_\_\_\_ Tel#: \_\_\_\_\_

E-MAIL: (1) \_\_\_\_\_ (2) \_\_\_\_\_

DEGREE PROGRAMME: \_\_\_\_\_

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:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

THE PAYMENT OPTIONS ARE: PAYMASTER/BILL EXPRESS AND NCU CASHIER. THE ACCOUNT NUMBER IS 5166101

#### FOR OFFICIAL USE ONLY

Payment Received: YES ( ) NO ( )

Date Processed: \_\_\_\_\_

Financial Clearance: YES ( ) NO ( )

Authorized Signature (Finance): \_\_\_\_\_