



EXCELSIOR COMMUNITY COLLEGE

"Transforming Lives, Nurturing Global Citizens"

REQUEST FOR LETTER/TRANSCRIPT

FINANCIAL CLEARANCE:

Tuition fees: Cleared Outstanding Student Finance Personnel's Signature: _____

REQUEST TYPE:

Transcript: For Institution Student copy

Type of letter: Recommendation Status Embassy
 Financial with balance Financial for tuition fees paid Completion Acceptance

STUDENT'S DATA

Student's Name: _____ Date of Birth: _____ (DD/MM/YYYY)

Student's ID#: _____ Tel. No.: (W): _____ (H): _____ (C): _____

Email address: _____ Department/School: _____

Programme: CAP CSEC CAPE Certificate Diploma Ass. Deg. Bachelor's Post Grad. Diploma

Year Group: One Two Three Four Mode of Study: Day Evening W/end

Date of Entry: _____ Date of Completion: _____

Date of last exam: _____ Final Resit

Give the position of individual, name and address of Institution/Organisation to which letter should be sent. (PRINT CLEARLY)

DISPATCH METHOD: Regular mail Registered mail* Courier* By hand

N.B. Dispatch method with an asterisk (*) attracts an additional cost which will be given by the cashier.

PLEASE NOTE:

1. Processing time for letters is five (5) working days and fourteen (14) working days for transcript.
2. The timely processing of your request(s) is dependent on the accuracy and completeness of the information supplied.
3. All financial and other obligations outstanding to the College must be met before request is processed, except in cases where requests are made for funding of outstanding amounts.
4. Letter or transcript with "by hand" dispatch method, should be collected by requesting individual or other authorized person.

Name of person completing form

Date of request

Contact No.

FOR OFFICE USE ONLY

Amount paid _____

Receipt #: _____

Cashier: _____

Date: _____

Prepared by: _____

Date: _____

NB: Transcript requests for persons who complete studies at both the Associate & Bachelor's Level attract a double Charge.