



**COUNCIL OF LEGAL EDUCATION
NORMAN MANLEY LAW SCHOOL
OFFICE OF THE REGISTRAR**

Tel: (876) 977-2138, 977-2253, 977-2166, 927-1235, 972-1899
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8 Ring Road, P.O. Box 231, Mona, Kingston 7
The University of the West Indies, Mona Campus
JAMAICA, W.I.

STUDENT/ALUM RECORD REQUEST FORM

[PLEASE USE BLOCK CAPITALS, except for email address(es)]

NAME: _____
LAST FIRST MIDDLE

NAME IN WHICH REGISTERED: _____
LAST FIRST MIDDLE

GRADUATED: _____
LAST FIRST MIDDLE

DATE OF BIRTH: _____ **PHONE NUMBER(s):** _____
(dd/mm/yy)

ADDRESS: _____

MAILING ADDRESS (if different): _____

E-MAIL ADDRESS(ES): _____

<u>STATUS DOCUMENTS</u>	<u>VERIFICATION/AWARD OF LEC</u>
<input type="checkbox"/> Student Status Letter	<input type="checkbox"/> No of Copies
<input type="checkbox"/> Financial Status Report	<input type="checkbox"/> Certification of Individual Grade Notification Sheet(s)
<input type="checkbox"/> Verification of Attendance/Award of LEC	<input type="checkbox"/> Replacement of Individual Grade Notification Sheet(S). Year (s) _____
<input type="checkbox"/> Authentication of Offer Letter	<input type="checkbox"/> Authentication of copy of LEC (original to be presented with copy)
<input type="checkbox"/> Fees – Offer for Admission	<input type="checkbox"/> Statement of Award of LEC
<input type="checkbox"/> Other / Additional Details: _____	<input type="checkbox"/> Transcript

Name of Addressee: _____

Position/Department: _____

Name of Organization: _____

Address of Organization: _____

Email Address & Tel. No.: _____

PLEASE NOTE THAT:

- You are responsible to type or print plainly above the name and address of the school or agent to which the document is to be sent.
- One (1) request form is required for each mailing address.
- Processing time DOES NOT include the request day or time of delivery.
- Where incomplete/incorrect information or documents are provided, NMLS does not guarantee completion within the requested processing time.
- Documents WILL NOT be sent by courier to any P.O. Box addresses.
- Opening hours for the Accounting Department are Monday to Friday 9:00 a.m. to 3:00 p.m., unless otherwise stated.
- Requests are ONLY considered complete and ready to be processed upon receipt of the fully and accurately completed documentation and full payment for the relevant service(s) is/are received.

WHERE A REPRESENTATIVE IS APPOINTED:

I, the above named having completed and signed this form, hereby authorize _____ to:

- Make the payment for the service(s) requested.
- Collect the document on my behalf.

SIGNATURE OF STUDENT/ALUM: _____ **DATE:** _____

PAYMENT IS MADE:

- Directly to the Law School by cash, debit or credit card.
- By Jamaican Dollars manager's cheque in favour of Norman Manley Law School.
- By bank draft (no money orders) in favour of Norman Manley Law School drawn on local banks or specific overseas banks that are acceptable for deposit by National Commercial Bank Jamaica Limited from time to time.
- By cash or direct transfer to National Commercial Bank Jamaica Limited Current Account no.: 401406468. The student's/alum's name must be typed in the details section of the transaction. A copy of the receipt/confirmation must be provided to the Law School along with the Request Form.
- By wire transfer:
 - Bank: National Commercial Bank Jamaica Limited
 - Address: The University of the West Indies, Mona, Kingston 7, Jamaica
 - Account No.: 401406468
 - Account Name: Council of Legal Education, Norman Manley Law School
 - Wire Code: JNCBJMKX

Note that the receiving bank will collect a processing fee of approximately US\$30.00. A copy of the Wire Transfer receipt/confirmation must be provided to the Law School.

NMLS STUDENT ID. NO.: _____
(Required if a current student)

MONTH & YEAR OF: _____
(Required if an Alum):
ADMISSION: _____

GRADUATION: _____

TICK APPROPRIATE BOX(ES)
Programme being pursued or completed:

SIX MONTHS
TWO YEARS

HOLD FOR FINAL GRADES OR AWARD
(Current Students ONLY)
YES NO AWARD

PROCESSING TIME REQUESTED

TRANSCRIPT
3 WORKING DAYS (Express)
J\$3,500.00 / US\$35.00

5 WORKING DAYS
J\$3,000.00 / US\$30.00

10 WORKING DAYS
J\$1,500.00 / US\$15.00

STATUS LETTER (5 Working Days)
J\$700.00 / US\$7.00

METHOD OF DELIVERY

REGISTERED MAIL:
 INLAND: J\$500.00 / US\$5.00
 OVERSEAS: J\$700.00 / US\$7.00
 ZIP MAIL (inland): J\$1,000.00 / US\$10.00

FAST TRACK \$ _____
(Specific Countries)

COURIER (DHL) \$ _____
(Inland Overseas)

WILL COLLECT:
(Student Copy/Embassy/High Commission)

E-MAIL:

RELATED SERVICE/COMMENT (if any)

Cost \$ _____

<p align="center">ACCOUNTING OFFICER'S ENDORSEMENT</p> <p>Amount Paid: \$ _____</p> <p>Receipt No.: _____</p> <p>Initials: _____</p>
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