



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

Tel: (876) 977- 2138, 977-2166, 977- 2253, 927-1235, 927-1899
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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 SERVICE REQUEST
[PLEASE USE BLOCK CAPITALS, except for e-mail address(es)]

NAME: _____
LAST FIRST MIDDLE

NAME IN WHICH REGISTERED: _____
LAST FIRST MIDDLE

GRADUATED: _____
LAST FIRST MIDDLE

DATE OF BIRTH: _____ PHONE NUMBER(S): _____

ADDRESS: _____

MAILING ADDRESS (IF DIFFERENT): _____

E-MAIL ADDRESS(ES): _____

NMLS STUDENT ID. NO. _____
(Required for Student)

MONTH AND YEAR OF: _____
(Required for Alumni)

ADMISSION _____

GRADUATION _____

TICK APPROPRIATE BOX(ES)

PROGRAMME BEING PURSUED OR COMPLETED:

SIX-MONTH ☐

TWO-YEAR ☐

HOLD FOR FINAL GRADES OR AWARD
(CURRENT STUDENTS ONLY)
YES ☐ NO ☐ AWARD ☐

PROCESSING TIME REQUESTED:

2 WORKING DAYS ☐

5 WORKING DAYS ☐

METHOD OF DELIVERY

REGISTERED MAIL:

- Inland J\$300.00/US\$3 ☐

- Overseas J\$500.00/US\$5 ☐

ZIP MAIL (inland) J\$800.00/US\$8 ☐

FAST TRACK \$ _____ ☐
(specific countries)

COURIER (DHL) \$ _____ ☐
(Inland ☐ Overseas ☐)

WILL COLLECT: ☐

E-MAIL: ☐

RELATED SERVICE/COMMENT (If any)

Cost \$ _____

STATUS DOCUMENTS	VERIFICATION/AWARD OF LEC
<input type="checkbox"/> Student Registration Status	No. of Copies <input type="checkbox"/>
<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 Legal Education Certificate (original to be presented with true to size copy)
<input type="checkbox"/> Fees – Offer for Admission	<input type="checkbox"/> Statement of Award of Legal Education Certificate
<input type="checkbox"/> Other/Additional Details- _____	

Name of Addressee _____

Position/Department _____

Name of Organization _____

Address of Organization _____

E-mail 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 for delivery.
- Where incomplete/incorrect information or documents are provided to be submitted with the document, NMLS cannot guarantee completion within the requested processing time.
- Documents will not be sent by courier to P.O. Box addresses.
- Opening hours for the accounting department are Monday to Friday 9:00 a.m. to 3:30 p.m. (& 9 - 3 p.m. on the last day of the month) unless otherwise stated.
- Requests are considered complete upon receipt of the complete/necessary documentation and payment.

WHERE A REPRESENTATIVE IS APPOINTED:

I hereby authorize _____ to:

☐ Make the payment for the service/delivery.

☐ Collect the document.

SIGNATURE OF STUDENT/ALUM: _____ DATE: _____

- Payment is made:
- Directly to the Law School by cash or debit/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 and 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/alumni's name is to be typed in the details section of the transaction. A copy of the receipt/confirmation is to be provided to the Law School 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 is to be provided to the Law School.

ACCOUNTING OFFICER'S
ENDORSEMENT

Amount Paid \$ _____

Receipt No. _____

Initials: _____