

## **Registrar's Office Email Accounts**

As the University continues to transition to accommodate the current needs of our students, email accounts have been established to provide the services managed by the Office of The Registrar. Please review the following table for the email account that addresses your specific request.

Registrar's Office Email Accounts	Service	Description	Process	Form	Link to required form
<a href="mailto:Registrarregister@ub.edu.bs">Registrarregister@ub.edu.bs</a>	REGISTRATION	Managing all registration related issues	Enrollment	<a href="#">Course Request Form</a> <a href="#">Course Request Form Fall Semester</a> <a href="#">Course Request Form Spring Semester</a> <a href="#">Course Request Form Summer Session I</a> <a href="#">Course Request Form Summer Session II</a>	<a href="http://www.ub.edu.bs/academics/forms-policies/">http://www.ub.edu.bs/academics/forms-policies/</a>
			Add/Drop/Withdrawal	Course Change & Withdrawal Form	<a href="http://www.ub.edu.bs/academics/forms-policies/">http://www.ub.edu.bs/academics/forms-policies/</a>
			Course Extension	Course Extension Request Form	Contact the Academic Unit
			Direct Independent Study	Request for Directed Independent Study Form	Contact the Academic Unit
<a href="mailto:Registrartranscripts@ub.edu.bs">Registrartranscripts@ub.edu.bs</a>	TRANSCRIPTS	Managing all related issues to transcripts	Ordering transcripts	Transcript Request Form	<a href="http://www.ub.edu.bs/academics/forms-policies/">http://www.ub.edu.bs/academics/forms-policies/</a>
<a href="mailto:Registrarstatus@ub.edu.bs">Registrarstatus@ub.edu.bs</a>	ENROLLMENT VERIFICATION	Managing the processing of Student Status Letters/Forms	Student enrollment verification NIB Form Initial Review Letter Completion Letter	Student Status Request Form	<a href="http://www.ub.edu.bs/academics/forms-policies/">http://www.ub.edu.bs/academics/forms-policies/</a>
			Progression Letter	Progression Letter Request Form	<a href="http://www.ub.edu.bs/academics/forms-policies/">http://www.ub.edu.bs/academics/forms-policies/</a>
			Personal Data Change Form	Personal Data Change Form	<a href="http://www.ub.edu.bs/academics/forms-policies/">http://www.ub.edu.bs/academics/forms-policies/</a>

<a href="mailto:Registrargrad@ub.edu.bs">Registrargrad@ub.edu.bs</a>	GRADUATION	Managing the process of graduation applications	The evaluation of graduation applicants	Graduation Evaluation Forms <ul style="list-style-type: none"><li>- Undergraduate Double Major</li><li>- Undergraduate Dual Degrees</li><li>- Undergraduate Single Major</li><li>- Undergraduate Single Major with Minor</li></ul> Security Deposit Refund Request Form Graduation Clearance Form	<a href="http://www.ub.edu.bs/academics/graduation/">http://www.ub.edu.bs/academics/graduation/</a>
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Students may visit the Academic Forms and Policies link (<http://www.ub.edu.bs/academics/forms-policies/>) for additional University forms.