Contact Us

Email accounts have been established to connect students to the services provided by the Office of the Registrar. Students should review the following table for the email account that addresses their specific need.

Registrar's Office Email Accounts	Service	Description	Process	Form	Link to form
Registrarregister@ub.edu.bs	**REGISTRATION**	All registration related issues For information regarding the various registration processes http://www.ub.edu.bs/academics/registration-2/	Enrolment	Course Request Forms: • Fall Semester • Spring Semester • Summer Session I • Summer Session II	http://www.ub.edu.bs/academics/forms-policies/
			Add/Drop Withdrawal	Course Change & Withdrawal Form	http://www.ub.edu.bs/academics/forms-policies/
			Course Extensions	Course Extension Request Form	Contact the academic unit
			Directed Independent Study	Request for Directed Independent Study Form	http://www.ub.edu.bs/academics/forms-policies/
Registrartranscripts@ub.edu.bs	**TRANSCRIPTS**	Managing all transcript related issues	Ordering transcripts	Transcript Request Form	http://www.ub.edu.bs/academics/forms-policies/
Registrarstatus@ub.edu.bs	**ENROLLMENT VERIFICATION**	Managing the processing of Student Status Letters/Forms	• Student Enrollment Verification • NIB Form • Initial Review Letter • Completion Letter	Student Status Request Form	http://www.ub.edu.bs/academics/forms-policies/
			Progression Letter	Progression Letter Request Form	http://www.ub.edu.bs/academics/forms-policies/
			Personal Data Change Form	Personal Data Change Form	http://www.ub.edu.bs/academics/forms-policies/
Registrargrad@ub.edu.bs	**GRADUATION**	Managing the process of graduation applications	Evaluation of applications for graduation	Graduation Evaluation Forms: • Undergraduate Double Major • Undergraduate	http://www.ub.edu.bs/academics/graduation/

| | | | | Dual Degree
• Undergraduate Single Major
• Undergraduate Single Major with Minor
Security Deposit Refund Request Form
Graduation Clearance Form | |

Students may visit the Academic Forms and Policies link (http://www.ub.edu.bs/academics/forms-policies/) for additional University forms.