



UNIVERSITY
OF THE BAHAMAS

STUDENT STATUS REQUEST FORM

Students wishing to confirm their enrolment/registration status should complete the Student Status Request Form. A separate form must be completed for each person/company to whom a letter is to be sent. Unless otherwise indicated, the fee for each request is \$50.00. Students should submit the completed form, along with proof of payment, to the Registrar's Office. Students should allow 3 – 5 business days for the request to be processed.

UB ID #: _____

Date Requested: _____
Day/Month/Year

Name: _____

Date of Birth: _____
Day/Month/Year

E-mail Address: _____

Telephone: Home: _____ Work: _____ Cell: _____

Programme of Study: _____

First Semester/Year Enrolled _____

Last Semester/Year Enrolled: _____

Select **ONE** of the following:

☐ National Insurance Letter (No charge)

☐ Verification Letter

☐ Acceptance Letter (No charge)

☐ Completion Letter

☐ Initial Review Letter

Currently Attending UB: ☐ Yes ☐ No

Semester/Year Completed UB: _____

Date Graduation Evaluation Form Submitted: _____

Print Name of Person/Company to Whom Letter Should be Addressed:

Print Mailing Address of Person/Company to Whom Letter Should be Addressed:

Signature of Requester: _____

RECORDS DEPARTMENT USE ONLY

Date Processed: _____

Signature: _____