


CARIBBEAN MARITIME INSTITUTE

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|  | ADMISSIONS AND EXAMINATIONS FORMS | Document No: CMI/ADM/FORM/015 | Page 1 of 1 |
| | TITLE: OFFICIAL DOCUMENT REQUEST | Revision No.: 00 | Revision Date: 1 st January, 2014 |

OFFICIAL DOCUMENT REQUEST FORM COMPLETE PARTS 1-4 ONLY

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| Part 1 | REQUEST FOR: (PLEASE INDICATE IN THE BOX PROVIDED, THE NUMBER OF COPIES NEEDED) |
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- | | | |
|--|---|--|
| <input type="checkbox"/> TRANSCRIPT | <input type="checkbox"/> REPORT | <input type="checkbox"/> LETTER specify below |
| <input type="checkbox"/> DIPLOMA/DEGREE CERTIFICATE | <input type="checkbox"/> COPY OF CERTIFICATE | <input type="checkbox"/> OTHER specify below |

SPECIFICATIONS OF LETTER/OTHER _____

| | |
|---------------|---|
| Part 2 | Complete this part to show your student and contact information. |
|---------------|---|

| | | |
|---|----------------------------------|-------------------------------|
| 1a. Your name (first name, middle initial, and last name) | 1b. Title (Mr.; Ms; Mrs.) | 1c. School I.D. No. |
| | | |
| 2a. Name of Course (if applicable, specify the course group to which you belong) | | 2b. Year of attendance |
| | | |
| 2c. Campus attended | 2d. E-mail address | 2e. Date of Birth |
| | | |
| 3a. Home Tel. No. | 3b. Work Tel. No. | 3c. Cell Tel. No. |
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| Part 3 | Complete this part to show where the document will be sent or who will collect the document. |
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| 6a. Name of Institution & Person to whom letter is to be addressed/sent: | |
| | |
| 6b. Address to be sent to: (Please state all details of address) | |
| | |
| 7a. To be collected by (if applicable) | 7b. Title (Mr; Ms; Mrs) |
| | |
| Part 4 | |
| Signature  | Date |
| Sign here | |

Please note that this form **MUST** be completed properly and in its entirety for processing by the Admissions Office.

| | |
|---------------|--------------------------|
| Part 5 | OFFICIAL USE ONLY |
|---------------|--------------------------|

Payment Received Yes No Financial Cleared Yes No

RECEIVED BY: _____ DATE RECEIVED: ___/___/___ DATE PROCESSED: ___/___/___
(Registry personnel)