


CARIBBEAN MARITIME INSTITUTE

	ADMISSIONS AND EXAMINATION FORMS	Document No: CMI/ADM/FORM/012	Page 1 of 2
	TITLE: RE-SIT EXAMINATION APPLICATION	Revision No.: 00	Revision Date: 1 st January, 2014

SECTION A (PERSONAL INFORMATION - TO BE FILLED IN BY THE STUDENT)

NAME : _____ ID NO: _____
 TELEPHONE NO. : _____ EMAIL ADDRESS : _____
 PROGRAMME : _____ SEMESTER : _____

SECTION B (REGISTRATION INFORMATION - TO BE FILLED IN BY THE STUDENT)

LIST OF COURSES FAILED, GRADE RECEIVED AND SEMESTER:

COURSE CODE	COURSE TITLE	CREDIT HOURS	GRADE OBTAINED	SEMESTER

SECTION C (RE-SIT INFORMATION - TO BE FILLED IN BY THE STUDENT)

I WOULD LIKE TO RE-SIT THE EXAMINATION FOR THE FOLLOWING SUBJECT(S):

COURSE CODE	CREDIT HRS	COURSE TITLE

Declaration

I declare that the information that I have supplied on this form is, to the best of my knowledge, complete and correct further I hereby agree that a fee of \$_____ per subject be imposed on me for repeating module.


SIGNATURE: _____ DATE: _____

SECTION D (APPROVAL - TO BE FILLED IN BY DIRECTOR /DEAN AND REGISTRY)

DEAN/DIRECTOR'S APPROVAL: APPROVED NOT APPROVED SIGNATURE _____

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

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PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE APPLYING TO DO THE RE-SIT EXAMINATION

A. PROCEDURES

1. SECURE THE APPLICATION FORM FROM THE ADMISSIONS SECTION.
2. COMPLETE THE FORM AND SUBMIT TOGETHER WITH THE LATEST REGISTRATION CONFIRMATION OR YOUR RECEIPT
3. THE RELEVANT FEE (FOR EACH EXAMINATION APPLIED) MUST ACCOMPANY EVERY APPLICATION. THIS IS PAID AT THE BURSAR'S OFFICE.
4. APPLICATION MUST BE COMPLETED BEFORE THE EXAMINATION.

NOTES

1. ONLY COMPLETED AND APPROVED APPLICATION WILL BE PROCESSED BY ADMISSIONS AND RECORDS OFFICE.
2. PLEASE MAKE A COPY OF THIS COMPLETED FORM FOR YOUR OWN RECORD.