

STUDENT SERVICE REQUEST FORM AA/01/9.03

After you complete this form you must take it to the Department of Finance to be signed and then return it to the Department of Academic Affairs. The college reserves the right not to process requests made by students having outstanding payments or other obligations to the College.

IF ANY OF THE INFORMATION REQUESTED BELOW IS NOT FULLY COMPLETED, NO SERVICE WILL BE PROVIDED TO THE STUDENT.

STUDENT NAME			
STUDENT NUMBER			
PROGRAM OF STUDY			
DEGREE OBJECTIVE <i>(please tick where appropriate)</i>	<input type="radio"/> DIPLOMA	<input type="radio"/> BACHELOR	<input type="radio"/> MASTER
SEMESTER(S) OR YEAR(S) FOR WHICH DOCUMENTATION IS REQUESTED			
STUDENT SIGNATURE		DATE	

TYPE OF REQUEST

LETTER OF REGISTRATION WITH INTERCOLLEGE *(Allow 3-5 working days after the date of request)*

Please tick where appropriate:

TAX EMPLOYMENT ARMY IMMIGRATION CIVIL DEFENCE

OTHER *(please specify)*

TRANSCRIPT *(Allow 5-10 working days after the date of request)*

Please tick where appropriate:

NUMBER REQUIRED: X CYP3,00 =

REASON FOR TRANSCRIPT REQUEST *(Please tick where appropriate)*

TRANSFER TO U.K. UNIVERSITY
(please specify)

TRANSFER TO U.S. UNIVERSITY
(please specify)

TRANSFER TO A COLLEGE IN CYPRUS
(please specify)

FOR EMPLOYMENT
(please specify company)

PLEASE SEE BACK OF PAGE ►

