CHURCH TEACHERS' COLLEGE: MANDEVILLE
REQUEST FOR STATUS LETTER/RECOMMENDATION

		Local	**Overseas**
Cost per copy – Recommendation	On Graduation - ☐	Free	
	Additional Request ☐	$200	☐ $300
- Status Letter	Without grades ☐	$200	☐ $300
	With grades ☐	$300	☐ $400

For Office Use Only:
Paid ($):
Rec. #:
Date:
Signature:

NB. Status Letter with grades is for **Yr I students only**. Yrs II & III students are to request a transcript
Status Letter without grades takes: 5 to7 working days, and with grades takes 7 to 10 working days.

Dear Sir/Madam:
Kindly forward: (1) (2) (3) copy/copies of a **Status Letter** **Recommendation** to this Address:

_____
_____
_____
_____
_____
_____

Name: Miss Mrs Mr _____
First Middle Surname

ID# _____ House: _____ Clubs: _____, _____

Duration of Programme: From _____ to _____

Programme of study: Diploma - Early Childhood F/T ☐ P/T ☐ Eve F/T ☐ Primary ☐ Secondary ☐
Degree - Early Childhood ☐ F/T ☐ Eve F/T ☐ Primary ☐ Secondary ☐
BEASP ☐ CITE ☐

If Secondary, indicate area(s) of specialization_____

and _____

My Address is: _____

_____

_____

_____ **My Contact # is:** _____

Special Instructions – (Please tick what you need):
(a) To be picked up Yes ☐ No ☐
(b) To be mailed Yes ☐ No ☐
(c) Tuition Fee Yes ☐ No ☐
(d) Other information_____
Enclosed please find the sum of $_____ to cover the cost of research, preparation and mailing.

FOR PAST STUDENTS ONLY:

Present Status – I Received a Certificate ☐ Diploma ☐ – Please Tick one
If yes, what Level: Honours ☐ Credit ☐ Pass ☐

If no, please state the outstanding course or courses: _____

_____ _____

_____ DATE: _____
SIGNATURE DD MM YY

Time: _____ _____
A.M. P.M

NB: For request made after 12:00 noon, the first working day for processing will begin the following day