



University of the Southern Caribbean  
University Registry

**REQUEST FOR A LETTER OF COMPLETION OR  
DEGREE CONFERRAL CONFIRMATION**

Title: ( ) Mr. ( ) Miss ( ) Ms. ( ) Mrs. Name \_\_\_\_\_

USC ID# \_\_\_\_\_ Current Phone # \_\_\_\_\_

Email Address \_\_\_\_\_ Home Address \_\_\_\_\_

Campus: ( ) Main ( ) South ( ) Tobago ( ) Antigua ( ) Barbados ( ) Guyana ( ) St. Lucia  
( ) GATE Student ( ) Non-GATE Student

Degree: ( ) AA ( ) AS ( ) BBA ( ) BA ( ) B.Ed ( ) BS  
( ) Post-Grad. Dip. ( ) MA ( ) MAPTh ( ) MS ( ) MBA

Major: \_\_\_\_\_ Emphasis: \_\_\_\_\_

2<sup>nd</sup> Major: \_\_\_\_\_ Minor/s: \_\_\_\_\_

➤ Address Letter to: ( ) 'To Whom It May Concern' **OR** to the Organization Below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student Affirmation:** *By placing my signature below, I hereby authorize the Registrar to issue the requested letter.*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

➤ **Financial Clearance:** *[Student Finance Personnel]*

[ ] Issue Letter [ ] Do not Issue Letter – Account Balance to be Cleared

\_\_\_\_\_  
Signature & Stamp of Student Finance Personnel

➤ **Check Sheet Preparer's Authorization:**

[ ] Issue Letter [ ] Do not Issue Letter: Outstanding Matters listed below need to be Rectified:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Check Sheet Preparer's Signature & Date

**Release Instructions:**

[ ] I will Collect Letter [ ] Mail letter to me [ ] Mail to Addressee

[ ] I authorize the following person to collect \_\_\_\_\_