

University of Technology, Jamaica
Finance and Business Services Division
Department of Student Financing
Student Financial Services Unit

Guidelines for Completing Form

In order to facilitate service delivery and to reduce processing delays, students are kindly asked to observe the following guidelines in completing the form:

1. Students are to ensure that the form is accurately completed in full with ALL the information requested. Incomplete forms will **not** be processed.
2. Students are to download the form and use the **latest version of Adobe Acrobat Reader DC** or **Adobe Acrobat DC** to properly complete the form electronically (download the free version of Adobe Acrobat Reader DC via <https://get.adobe.com/reader/>). Do not use Web Browsers to complete form.
3. If you are a **current student**, submit the completed form accompanied by a picture of a valid UTech, Ja. Student ID card and the necessary supporting documents, as an attachment in an email with the following information in the subject line: **Name, Student ID#, Faculty and Campus Location (Kingston or Western)**.
4. If you are a **prospective student (new applicant)**, submit the completed form accompanied by a copy of the acceptance letter, a picture of a valid Government ID card and the necessary supporting documents, as an attachment in an email with the following information in the subject line: **Name, Student ID#, Faculty and Campus Location (Kingston or Western)**.

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INSTRUCTIONS

Students are required to complete sections A-B. **Fields** with boxes highlighted in **RED** are mandatory. Incomplete form will **not** be processed.

(A) PERSONAL AND ACADEMIC INFORMATION

Applicant / Student ID No	Title	First Name
Middle Name	Last Name	E-Mail
Telephone No	Campus Location	Faculty
School	Course of Study	Specialisation

(B) REQUEST DETAILS

I (full name) _____ hereby request on this date (dd/mm/yyyy) _____, the following letter (s) in accordance with the below recipient's information and academic session/year:

No.	Recipient's Name	Recipient's Address	Organization Type	Letter Type	Recipient's Email
1					
2					
3					

Academic Level	Academic Year	Attendance Mode
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Please note that each student is ONLY allowed to request three (3) letters / statements per semester. Students who fail to collect their letters or statements may not be provided with additional letters or statements in the future.

Student's Name	Student's Signature <small>(Name & ID #)</small>	Date
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FOR OFFICIAL USE BY THE FINANCE AND BUSINESS OFFICE ONLY

(C) AUTHORISATION

Received by SFSA (Name)	Signature	Date
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Letter Estimated Available Date

Received for Processing (Name)	Signature	Date
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Remarks

Signed/Approved by	Signature	Date
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(D) DECISION COMMUNICATED

Decision communicated to student via	E-Mail	Telephone	In-person
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Communicated by Name	Signature	Date
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