



STUDENT SERVICE REQUEST FORM

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 University reserves the right not to process requests made by students having outstanding payments or other obligations to the University.

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

| | | | |
|--|--------------------------------|------------------------------|--|
| Student Name | | | |
| Date of Birth | | | |
| Student Number | | | |
| Telephone Number | | | |
| Programme of Study | | | |
| Degree Objective <i>(please tick where appropriate)</i> | <input type="radio"/> BACHELOR | <input type="radio"/> MASTER | |
| Semester(s) or Year(s) for which documentation is requested | | | |
| Student's Signature | | Date | |

TYPE OF REQUEST

LETTER OF REGISTRATION WITH THE UNIVERSITY OF NICOSIA

(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 € 5,00 =

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 UNIVERSITY IN CYPRUS
(please specify)

FOR EMPLOYMENT
(please specify company)



OTHER REQUESTS *(please specify)*

Lined area for specifying other requests.

UNIVERSITY OF NICOSIA Office Use Only

REQUEST APPROVED BY THE DEPARTMENT OF FINANCE

Department of Finance Signature

Receipt Number Date

YES **NO**