



APPLICATION FOR STATUS LETTER (ASL)

A status letter is an official document verifying your enrolment or financial status at The Mico. State clearly the purpose of the letter you are here requesting. Failure to complete the form correctly will likely result in delays or errors. Where a letter has been prepared and contains errors due to incorrect or incomplete information on the form, a **NEW application, with requisite FEES** will be required for another letter to be prepared.

APPLICANT INFORMATION:

PLEASE USE THE NAME AS IT APPEARS ON THE RECORDS OF THE MICO

TITLE: Mr Miss Mrs Rev Dr

NAME: _____
first *middle* *last*

ID NO.: _____

CONTACT INFO.: _____
cell phone *home / other* *email address*

YEAR OF ENTRY: _____ (EXPECTED)
GRADUATION DATE: _____

FACULTY/SCHOOL: _____ DEPARTMENT: _____

PROGRAMME TYPE: Doctoral Masters Bachelors Associate Diploma
 Certificate Pre-University CAP COS Other

ENROLLMENT: Full-Time Part-Time Evening

PROGRAMME: _____ SPECIALISATION: _____

CURRENT PROGRAMME LEVEL: YR 1 YR 2 YR 3 YR 4 Other _____

OUTSTANDING COURSES: _____

LEAVE OF ABSENCE PERIODS: _____

PURPOSE OF LETTER:

- Programme Completion Visa Application Work & Travel
 Funding (SLB, scholarship, etc.) Financial Status Progress Report
 Other _____

ADDRESSEE #1 { NAME OF ADDRESSEE: _____
MAILING ADDRESS: _____
NO. OF COPIES TO ADDRESSEE #1: _____

ADDRESSEE #2 { NAME OF ADDRESSEE: _____
MAILING ADDRESS: _____
NO. OF COPIES TO ADDRESSEE #2: _____

OTHER DOCUMENTS: List all other documents requested of The Mico for the same addressee for the same purpose:

APPLICANT/ PROXY: _____
name signature date

OFFICIAL USE ONLY:

RECEIPT NO.: _____ SERVICE PAID FOR: Same Day
AMOUNT PAID: \$ _____ 2 Working Days
TOTAL NO. OF COPIES PAID FOR: _____ 5 Working Days
FORM CHECKED BY: _____
name signature date
DEPARTMENT: Admissions & Registration Examinations & Transcripts Bursary Student Services