



PROGRESS REPORT REQUEST FORM (PRRF)

This form is used to request an official report on a student's academic progress, usually before the completion of a programme. Progress Reports cannot be prepared if the form is not completed accurately and in full. Please note that a Progress Report is **NOT A TRANSCRIPT**. Verify what is needed as there will be no refund given once the Progress Report has been prepared. For a Progress Report to be mailed, The Mico uses registered mail only, which takes longer and costs more than regular mail. The full cost for all services must be paid before the process begins or the process will be delayed.

SECTION I - STUDENT INFORMATION

NAME: _____
First Name Last Name

TITLE: Rev. Dr. Mr. Mrs. Miss Ms

ID NUMBER: _____ TEL. NUMBERS: _____

E-MAIL ADDRESS: _____

SECTION II - PROGRAMME AND COURSE INFORMATION

FACULTY: Education Humanities & Liberal Arts Science & Technology Graduate School

DEPARTMENT: _____

NAME OF PROGRAMME: _____

SPECIALIZATION: _____

CURRENT YEAR OF PROGRAMME: 1 2 3 4 other

DID YOU RESIT OR REDO ANY COURSES? Yes No If 'Yes', give details below:

COURSE TITLE (continue overleaf if necessary)	TICK AS RELEVANT		DATE OF RESIT OR REDO (month, year)
	EXAM RESIT / COURSEWORK RESUBMIT	COURSE RE-DO	

SECTION III – PURPOSE OF PROGRESS REPORT

WHY IS THIS PROGRESS REPORT REQUIRED? scholarship / sponsor work and travel
 checking own records other _____

TO WHOM SHOULD THE REPORT BE ADDRESSED?

Will be collected in person by _____
All persons collecting Progress Reports are required to present their Mico I.D. card or a national photo ID.

Is to be mailed confidentially to:
The Mico uses only registered mail for Progress Reports. This takes longer and costs more than regular mail.

SECTION IV – OFFICIAL USE ONLY

BURSARY: _____
Amount Paid Receipt No. Date of Payment

EXAMINATIONS: _____
Name of Staff Receiving Application Signature of Staff Receiving Application Date