



MERIDIAN PRE-UNIVERSITY

REQUEST FORM

Section A

Instructions	<ol style="list-style-type: none"> 1. Complete application form clearly 2. Pay for request at Accounts Office 3. Attach registration / fee payment card to form 4. Present request form to students service desk 5. Collect request within 5 working days by submitting an appropriate identification.
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Section B

SURNAME (Mr./Mrs./Miss.):	Registration Number:	Programme:		
Other Names:	Level:	Date of Birth (e.g. June 4th, 1999):		
Destination Address (Address to which document will be sent)			
Type of Request (please tick appropriate box (es))	<input type="checkbox"/>	Item	No. of Copies	Fee
	<input type="checkbox"/>	Letter of Attestation		
	<input type="checkbox"/>	Transcript		
	<input type="checkbox"/>	Verification Letter		
	<input type="checkbox"/>	Attachment Letter		
	<input type="checkbox"/>	Authentication of Transcripts/Certificates		
	<input type="checkbox"/>	Opening of Bank Account		
	<input type="checkbox"/>	Copy of Admission Letter		
	<input type="checkbox"/>	Other (please specify below)		
	<input type="checkbox"/>	Total payable		
<p>You must sign this form certifying that the information you provided is true. Misrepresentation of facts in connection with this form may be sufficient cause, in and of itself, for cancellation of the request and sanctions.</p>				
Signature of Student	Date signed			

For official use only

Section C

ACCOUNTS OFFICE	Signature and stamp of accounts officer
Received by	

Section D

Clearances		
School Fee Status	Cleared <input type="checkbox"/> Signature Finance Officer
	Not Cleared <input type="checkbox"/>	
Library	Cleared <input type="checkbox"/> Signature of Librarian
	Not Cleared <input type="checkbox"/>	
Reason if not cleared:		