



# BAHAMAS BAPTIST UNIVERSITY COLLEGE

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# STUDENT LETTER REQUEST FORM

**LETTERS WILL BE AVAILABLE IN FOURTEEN (14) BUSINESS DAYS**

**LETTER: \$10.00** (mail or pick-up) **TUITION & FEES LETTER: \$20.00** (mail or pick-up)

**COURIER SERVICE (Effective August 16<sup>th</sup>, 2019)**

### COURIER SERVICE

Destination	Unofficial Transcript	Official Transcript
Miami Canada & other USA territories Latin America Europe Caribbean Family Island ( <i>subject to Courier Service Availability</i> )	Please note that Courier fees vary daily	Please note that Courier fees vary daily

### COURSE OUTLINE (Effective January 9<sup>th</sup>, 2017)

The 1<sup>st</sup> Course Outline is **\$10.00**; each additional Course Outline is **\$1.00** per page.  
(List requested Course Codes on the back of this form)

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Programme/Major: \_\_\_\_\_ Email: \_\_\_\_\_  
 Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please indicate purpose for the letter:

- Insurance                       Department of Immigration                       Tuition and Fees  
 American Embassy                       Completion of Programme                       Course Outline / Course Description  
 Enrollment Verification                       Work Release for Examination                       Other \_\_\_\_\_  
 (Attach a copy of your class schedule)

Send letter to the following address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Hold letter for pick-up     Mail letter     Email letter to: \_\_\_\_\_

### OFFICIAL USE ONLY

Bursar: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_

Course Outline Pages: \_\_\_\_\_ Records Office: \_\_\_\_\_ Date: \_\_\_\_\_