



VECTOR TECHNOLOGY INSTITUTE

TRANSFORMING EDUCATION INTO CAREERS
Registered by the University Council of Jamaica.

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DOCUMENT REQUEST FORM

NOTE: The timely processing of your document depends on the accuracy and completeness of the information provided.

PERSONAL INFORMATION

FORM NO. D _____ / _____

TITLE: MR. ☐ MISS ☐ MRS. ☐ DATE OF BIRTH: DD/MM/YY _____ STUDENT ID#: _____

FIRSTNAME: _____ LASTNAME: _____ MIDDLE INITIAL: _____

ADDRESS: _____

TEL. # CELL: _____ OFFICE: _____ HOME: _____

FAX NO: _____ E-MAIL ADDRESS: _____

VERIFICATION DOCUMENTS (Select the document for which you are making a request.)

<input type="checkbox"/> Transcript <input type="checkbox"/> Acceptance Letter <input type="checkbox"/> Completion Letter <input type="checkbox"/> Status / Confirmation Letter	<input type="checkbox"/> Certificate <input type="checkbox"/> Progress Report <input type="checkbox"/> Proforma Invoice <input type="checkbox"/> Financial Letter / Report	<u>Additional Information or Requests</u>
<u>Document Type:</u> <input type="checkbox"/> Official <input type="checkbox"/> Personal/Unofficial		
Unofficial document only applies to transcript requests.		

RECIPIENT'S INFORMATION (This information is needed to process all requests **except** Unofficial & Certificates.)

The recipient's information will be copied exactly as how it is written on the form. ****The recipient CANNOT be the student****

	ADDRESS 1		ADDRESS 2
Name: Mr/Mrs/Ms		Name: Mr/Mrs/Ms	
Position:		Position:	
Organisation:		Organisation:	
Address:		Address:	

PROGRAMME INFORMATION

State the name of the programme being pursued or completed at VTI : _____
(Example: BSICT or Bachelor of Science in Information Technology)

Date of Attendance: Start Date- dd/mm/yy: _____ End Date- dd/mm/yy: _____

N.B. Depending on the year of completion (1998, 1999 etc) and the availability of data, documents may take up to 15 business days for completion.

Applicant / Student's Signature: _____ Date: _____

<u>FOR OFFICIAL USE ONLY</u>					
Received/Witnessed by:	_____	Date:	_____		
Financial Clearance: <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	Date:	_____		
Grades Verified by:	_____	Date:	_____		
Processed by:	_____	Date:	_____		
Date Requested	Mailing Date	Type of Request (Standard/Express)	No. Of Copies	Amount Paid (\$)	Receipt No.

DOCUMENT REQUEST SERVICES AND COSTS

Document Request Services	Processing Times	Fees (JMD)
Official Transcript	10 business days	\$3,000.00
Unofficial Transcript	3-5 business days	\$2,000.00
Progress Report	10 business days	\$1,000.00
Financial Letter/Report	7 business days	\$2,000.00
Certificate - first copy is free	10 business days	\$3,000.00
Verification Letter (Standard)	7 business days	\$1,000.00
Verification Letter (Express)	3-5 business days	\$1,500.00
Acceptance Letter- first copy is free	1-3 business days	\$1,000.00
Proforma Invoice - first copy is free	1-3 business days	\$1,000.00
Each additional copy requested at the same time	Same as request	\$500.00

The processing time and costs of each document excludes delivery time by courier and mailing fees.

DOCUMENT REQUEST MAILING FEES

Mailing Information	Fees (JMD)
Regular Mail	
Mailed within 3 business days of receipt	\$200
Mailed within 28 business days of receipt	\$400 for USA
	\$500 for Canada and Europe
Zip Mail (Local Express)	
Mailed within 2 business days (post to door)	\$850
Mailed within 2 business days (post to post)	\$500
Express Mail Services (EMS)	
Mailed within 3-5 business days (USA, Canada, Great Britain and some Caribbean countries)	\$2000 (for the 1st kilogram) and \$350 for each additional lb
Fast Track (International Express)	
Mailed within 3-4 business days (USA)	\$5,000 (start for the 1 st kilogram)
Mailed within 4-5 business days (Canada and the Caribbean)	\$4,500 (start for the 1 st kilogram)
Mailed within 4-5 business days (Europe, Central & South America)	\$5,100 (start for the 1 st kilogram)
Courier Service	
FEDEX	Dependent on location
DHL	Dependent on location

Mailing fees are subject to change without notice.

N.B. The document will begin processing after the form is submitted and the fee is paid. Once the process begins the fee is non-refundable. Documents not collected after 6 months of request will be discarded.

Kindly peruse the Document Request section on our website for more information. <https://www.vti.edu.jm/forms>