



# 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"/> Certificate
<input type="checkbox"/> Acceptance Letter	<input type="checkbox"/> Progress Report
<input type="checkbox"/> Completion Letter	<input type="checkbox"/> Proforma Invoice
<input type="checkbox"/> Status / Confirmation Letter	<input type="checkbox"/> Financial Letter / Report

#### Document Type:

Official       Personal/Unofficial

\*Unofficial document only applies to transcript requests.\*

#### Additional Information or 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: \_\_\_\_\_

#### FOR OFFICIAL USE ONLY

Received/Witnessed by: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Clearance:  Yes  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**

<b>Document Request Services</b>	<b>Processing Times</b>	<b>Fees (JMD)</b>
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**

<b>Mailing Information</b>	<b>Fees (JMD)</b>
<b>Regular Mail</b>	
Mailed within 3 business days of receipt	\$200
Mailed within 28 business days of receipt	\$400 for USA \$500 for Canada and Europe
<b>Zip Mail (Local Express)</b>	
Mailed within 2 business days (post to door)	\$850
Mailed within 2 business days (post to post)	\$500
<b>Express Mai Services (EMS)</b>	
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
<b>Fast Track (International Express)</b>	
Mailed within 3-4 business days (USA)	\$5,000 (start for the 1 <sup>st</sup> kilogram)
Mailed within 4-5 business days (Canada and the Caribbean)	\$4,500 (start for the 1 <sup>st</sup> kilogram)
Mailed within 4-5 business days (Europe, Central & South America)	\$5,100 (start for the 1 <sup>st</sup> kilogram)
<b>Courier Service</b>	
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>