



University of the Southern Caribbean  
Records Office

**NOTIFICATION OF INTENTION TO GRADUATE IN ABSENTIA - 2020**

USC ID# \_\_\_\_\_ DATE \_\_\_\_\_

NAME \_\_\_\_\_  
First Name Middle Name Surname

TEL. NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

CAMPUS/SITE OF STUDY: ( ) Main ( ) South ( ) Tobago ( ) Antigua  
( ) Barbados ( ) Guyana ( ) St. Lucia

DEGREE ( ) AA ( ) AS ( ) BA ( ) BBA ( ) BS  
( ) BS Elementary Education ( ) BEd Primary Education  
( ) MA ( ) MBA ( ) MS ( ) MAPTh ( ) Graduate Diploma

MAJOR/S \_\_\_\_\_

REASON/S FOR REQUEST TO GRADUATE IN ABSENTIA:

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

STUDENT'S SIGNATURE \_\_\_\_\_

DEAN'S SIGNATURE \_\_\_\_\_ APPROVED ( ) DENIED ( )

- ❖ *Graduation Fee: Please attach receipt of payment of TT \$900.*
- ❖ *Deadline for Submission of this form to the Records Office is March 31<sup>st</sup>, 2020.*
- ❖ *Persons who fail to submit the form by the stipulated deadline will be required to pay the \$1100.00 Graduation Fee.*

**RECORDS OFFICE:**

FORM SUBMITTED ON: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

SIGNATURE OF OFFICER RECEIVING REQUEST: \_\_\_\_\_