

•• REQUEST FOR COURSE DESCRIPTION

This form is also available from the USP website address: <http://www.usp.ac.fj/student>

SECTION A: PERSONAL DETAILS

USP Student ID Number : _____

Last Name: _____

First Name: _____

Middle Name: _____

Title: _____

Postal Address: *(This address will be used for notification about this application)*

Date of Birth: _____

Telephone: _____

Email: _____

SECTION B: Programme and Course Description details

List programme(s) of study you request for Course Descriptions :

1. _____

2. _____

2. _____

4. _____

List Special Topics you have completed :

Course Code	Course Title	Lecturer	Semester/ Year

- Notes:**
1. There is a fee for each copy of your Course Description, please see your local campus for the current fee.
 2. The course descriptions will only include the same details listed in the Calendar entry of the year each course was passed.

SECTION C: Mode of Collection

Personal collection from Student Academic Services.

Post as a registered article to: _____

Student's signature : _____

Date : _____

SECTION D: Payment Details

Number of copies required : _____

Receipt Number : _____

Date of Payment : _____

Completed Request for Course Description Forms should be sent to:

For Laucala Campus:
COURSE DESCRIPTION
Student Academic Services
Laucala Campus
The University of the South Pacific
Suva, FIJI

For Emalus Campus:
COURSE DESCRIPTION
Student Academic Services
Emalus Campus
The University of the South Pacific
Port Vila, VANUATU

For Alafua Campus:
COURSE DESCRIPTION
Student Academic Services
Alafua Campus
The University of the South Pacific
Apia, SAMOA

For other Campuses:
COURSE DESCRIPTION
The nearest USP Campus