



**UNIVERSITY OF THE SOUTHERN CARIBBEAN**  
**Andrews University Extension & Affiliated Programme**  
**Second Semester - 2009/2010**  
**EXAMINATION COUNCIL**

**REQUEST FOR LETTER TO EMPLOYER**  
(Please fill out this form in duplicate)

Name..... Date: \_\_\_\_\_

USC ID NO: \_\_\_\_\_ CELL NUMBER \_\_\_\_\_

**Please indicate the person, job title and address for whom  
the letter is intended:**

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**Please indicate the courses for which you are having exams:**

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**Please indicate the dates of your exams (tick all that apply):**

- MONDAY (Apr.19<sup>th</sup>)       TUESDAY (Apr.20<sup>th</sup>)       WEDNESDAY (Apr. 21<sup>st</sup>)
- THURSDAY (Apr. 22<sup>nd</sup>)       MONDAY (Apr.26<sup>th</sup>)       TUESDAY (Apr.27<sup>th</sup>)
- WEDNESDAY (Apr. 28<sup>th</sup>)       THURSDAY (Apr. 29<sup>th</sup>)

**IN 48 HOURS, PLEASE CHECK THE OFFICE WHERE THIS FORM WILL BE LODGED FOR AN  
OFFICIAL REPLY TO THIS REQUEST. LETTERS MAY BE COLLECTED FROM THE CHAIRPERSON OF  
THE EXAM COUNCIL ON MONDAYS, 3:00 PM - 5: 00 PM AND THURSDAYS 2:00 - 6:00 PM.**