



COURSE DESCRIPTION REQUEST FORM

\*\*PLEASE PRINT CLEARLY\*\*

\*Course descriptions may also be obtained directly from the Academic Bulletins located at www.miam.edu/bulletin

If the course description supplied in the academic bulletin is not sufficient, a specific course syllabus must be obtained from the appropriate department.

Fee schedule for course descriptions:

Table with 2 columns: Description, Fee. Rows include: Less than 12 credits or 4 courses: No Fee; A full semester (or more than 4 courses): \$25.00 per semester or every 4 courses; Notarization of Course Descriptions: \$25.00 additional

\* Course descriptions are available for courses taken only at the University of Miami.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

UM ID # or SOCIAL SECURITY #: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please check one or both to appear on the cover letter: UM ID#  SS#

Course descriptions needed for (list courses or semesters needed):

Four horizontal lines for listing courses or semesters needed.

Please include courses with "W":  Yes  No

Please include courses with "F":  Yes  No

Do you need your course description notarized?  Yes  No

I will pick up the course descriptions. (May take up to 5 business days to process.)

Mail course description to: \_\_\_\_\_

Signature box containing fields for SIGNATURE, STUDENT'S PHONE NUMBER, DATE, and STUDENT'S EMAIL ADDRESS.

OFFICE OF THE REGISTRAR

Modular Building 1307 Stanford Drive P.O. Box 248026 Coral Gables, FL 33124-6914 Website: www.miami.edu/registrar Email: registrar@miami.edu FAX: 305-284-6293

Revised 9/14

PAYMENT INFORMATION

Payment information box with fields for Credit Card, Check, Credit Card type (Visa, MasterCard, AMEX), Expiration Date, CC Billing Zip Code, and CVC Code.