



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:

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):

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	STUDENT'S PHONE NUMBER	DATE
STUDENT'S EMAIL ADDRESS:		

To submit this form please go to www.canescentral.miami.edu to open a case and upload this request.

Revised 10/26/2020

PAYMENT INFORMATION

<input type="checkbox"/> Credit Card	<input type="checkbox"/> Check (made out to University of Miami)
Credit Card: Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX #: _____	
Expiration Date: / CC Billing Zip Code: CVC Code: _____	