



APPLICATION FOR OFFICIAL LETTER

Note: Application for official letter from the College of Business should be made at least three (3) days before collection. Please fill in all the information needed.

Please note that this letter is only issued once per semester by the college.

Name of Applicant:	
Matric No.:	Identity Card/ Passport No.:
Mailing Address:	
Programme:	Centre:
Semester:	Session:

Mode of Study : Full time Part time

Programme Structure: Coursework Coursework & Thesis/Dissertation Research

Letter to Whom (please indicate full address):

Content of Letter:

Method of Collection : By Mail By Hand

Student's / Applicant's Signature: _____ Date : _____

FOR MAIN OFFICE USE

Date Received : _____ Signature & Stamp : _____

Processing Date : _____ Name : _____