



CENTRE FOR GRADUATE STUDIES

APPLICATION FOR OFFICIAL LETTER

Please tick (X) whichever applicable : () Official Letter () Completed Studies Letter

Note : Application for official letter and/or completed studies letter from CGS should be made for at least three (3) days before collecting . Please complete all the information needed.

Name of Applicant:

Matric No: Identity Card/Passport No :

Mailing Address :

Programme : Faculty :

Intake: Academic Session :

Mode of Study: () Full Time () Part Time

Letter to Whom (please indicate full name & address) :

Blank lines for letter recipient details

Content of the Letter :

*please attach the draft of the letter if necessary

Blank lines for letter content

Method of Collection the Letter : [] By Post [] Collect from Centre for Graduate Studies

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

FOR OFFICE USE

Received Date : _____ Signature & Stamp : _____

Processing Date: _____ Name : _____