



## 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 : \_\_\_\_\_