



## 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.**

### APPLICANT'S GENERAL INFORMATION

Name:

Identity Card/ Passport No.:

Matric No:

Telephone No.:

Mailing Address:

Home:

Office:

Mobile No.:

Programme:

Centre:

Semester:

Session:

Programme Structure:

Mode of Study:

Coursework

Full-Time

Coursework and Thesis/Dissertation

Part-Time

Research

Letter to Whom (please indicate full address): .....

.....

.....

Content of Letter:

.....

.....

.....

Method of collection:  By Mail  By Hand

Applicant's Signature:

Date:

**FOR OFFICE USE ONLY**

Received Date: \_\_\_\_\_ Processing Date: \_\_\_\_\_

Signature & Stamp:

Name:

Date: