PIT 24

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 :	School :
Intake:	Academic Session :

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

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

_____

_____

Content of the Letter :
*please attach the draft of the letter if necessary

_____

_____

_____

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 : _____