



Application form for obtaining various Letters.

✓ Please use the X mark in the relevant box.

✓ Type of Letter required

. To confirm that you are following the course. ☐

. To confirm the pending results of the course. ☐

. To confirm the successful completion of the course. ☐

I. Status. Mr. ☐ Ms. ☐ Rev. ☐

II. Name with initials:

III. Address:

IV. Mobile Phone Number:

V. National Identity card Number:

VI. Course offered: VII. Year: VIII. Batch:

IX. Registration Number:

X. The reason for the requirement of a letter:

XI. Signature of the Student:

XII. Date:

For Office Use only

❖ The EXT number of the person who prepared the letter after checking the Student's information in the student ID card and office. EXT..... Signature: Date:

❖ Approved and signed. Signature of the Director CODL / SAR CODL: Date:

It is mandatory to attach a photocopy of the original with this application.

To confirm receipt of the letter

❖ I have accepted the: Signature: Date:
Original copy. Name of the person who received the letter