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GSGSG/18

APPLICATION FOR OFFICIAL LETTER

SECTION A: TO BE COMPLETED BY THE CANDIDATE

Name:	Matric No.:
Programme:	Address:
Tel. No.:	
E-Mail:	
Mode of Study:* <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Structure of Study:* <input type="checkbox"/> Coursework <input type="checkbox"/> Coursework and Dissertation <input type="checkbox"/> Research
Type/Title/Purpose of the Official Letter (use additional paper if necessary):	
Method of Collection of the Official Letter:*	
<input type="checkbox"/> Post <input type="checkbox"/> E-mail <input type="checkbox"/> Collect at the office	
Signature:	Date:

SECTION B: FOR OFFICE (GSGSG) USE ONLY*

<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Date:
	Signature & Stamp:

* Tick wherever appropriate

2024