



Letter Request Form

(For student use only)

Name: _____ Reg No: _____

Program: _____

Letter Request for:

- ☐ Bonafide
☐ Visa
☐ English Language as a teaching medium

Mention the reason:

Student's Signature & Date

Received by Records Office
Signature & Date

Note:

- Any of the above letters will be issued after three working days from the date of submission.
- Submit this form at Records Office.

For Office Use Only

Received Student: _____
(Signature & Date)

Records Officer
Signature & Date

To be filed at Records Office.