



OFFICE OF THE REGISTRAR BABCOCK UNIVERSITY

PROCEDURE FOR COLLECTION OF REFERENCE LETTERS (UNDERGRADUATE)

(PLEASE COMPLETE THIS FORM LEGIBLY)

PART A: PERSONAL DATA

MATRIC NO: _____
Surname: _____ First Name: _____ Middle Name _____
Sex: _____ Hall of Residence _____ Level _____
Course of Study: _____
School: _____ Year of Admission _____ Year of Graduation _____
Phone No _____ Email _____

Please indicate the type of letter you are requesting for:

- Introduction Letter to Embassy
- Letter to Immigration Office
- Letter for Vacation Job
- Letter to Employers of Labour

Others (Specify): _____

Indicate the address where your letter is going to:

PART B: PROCEED TO THE FOLLOWING OFFICES FOR OFFICIAL APPROVAL

Pay ₦2,500 at Babcock Microfinance Bank/WEMA Bank (Operations Account)

Director Security Services Signature: _____

VPFA/Bursar _____

Vice President Student Development _____

Dean, Student Development Services Office (Citizenship Grade) Signature: _____

School Officer: Confirm year of graduation: Year: _____ Signature: _____

Registrar _____

Exams and Senate: Indicate if the Student is a Registered student: _____

**Kindly attach duly signed course form.*