



# OFFICE OF THE REGISTRAR BABCOCK UNIVERSITY

## **PROCEDURE FOR COLLECTION OF REFERENCE LETTERS (GRADUATE)**

(PLEASE COMPLETE THIS FORM LEGIBLY)

### **PART A: PERSONAL DATA**

MATRIC NO: \_\_\_\_\_

Surname: \_\_\_\_\_ FirstName: \_\_\_\_\_ Middle Name \_\_\_\_\_

Sex: \_\_\_\_\_ 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
- Letter on English Language Proficiency

Others (Specify): \_\_\_\_\_

Indicate the address where your letter is going to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **PART B: PROCEED TO THE FOLLOWING OFFICES FOR OFFICIAL APPROVAL**

Pay ₦2,000 Director of Alumni/Development

2,500 at Wema Bank/Babcock Microfinance Bank (Operations Account) (**Attach Receipt from the Bursary**)

Director Security Services: \_\_\_\_\_

VPFA/Bursar \_\_\_\_\_

Vice President Student Development \_\_\_\_\_

Registrar \_\_\_\_\_

Exams and Senate: Class of Degree graduated with \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_