REQUEST FORM FOR UNDERGRADUATE LETTER

1. First Name: ..................................................

2. Middle name: ..........................................

3. Surname: ..................................................

4. ID # ......................... Class of.............. Sex..............

5. Year entered ......................... Completion year ..............

6. Expected completion date: May/June ☐ November/December ☐

7. Purpose of Letter: Progress ☐

                      Status ☐

                      Elective Recommendation ☐

                      Other____________________________________________

8. Addressee (tick an option)

☐ To Whom It May Concern

☐ Other (provide address) ________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Requested by ___________________________ Date Requested ________________

Contact # ______________________________

Email Address __________________________ Fax # __________________________

N.B: Progress letters will NOT be addressed to “To Whom It May Concern.”

Kindly provide an address to an Institution/ Organization. If you are desirous of mailing or faxing documents, please be advised that there is a cost attached which you can obtain from the Dean’s Office.

ADMINISTRATIVE CHARGE OF $100.00 PER COPY