



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

Pay ₦2,000 at Zenith Bank for Alumni due:

Director for Alumni \_\_\_\_\_

Exams and Senate: Date of graduation (Month) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Registrar \_\_\_\_\_