

## OFFICE OF THE REGISTRAR BABCOCK UNIVERSITY

## PROCEDURE FOR COLLECTION OF REFERENCE LETTERS

## (UNDERGRADUATE)

(PLEASE COMPLETE THIS FORM LEGIBLY)

## PART A: PERSONAL DATA

Surname:	MATRIC NO:		
Course of Study: School: Year of Admission Phone No Email  Please indicate the type of letter you are requesting for:  Introduction Letter to Embassy Letter for Work and Travel Letter to Immigration Office Letter to Employers of Labour Letter of 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 \$\frac{1}{2}\$,500 at Babcock Microfinance Bank/WEMA Bank (Operations Account)  Director Student Activities  Director Security Services	Surname:	First Name:	Middle Name
School:Year of AdmissionYear of Graduation	Sex:Hall of F	Residence	Level
Phone NoEmail	Course of Study:		
Please indicate the type of letter you are requesting for:  ☐ Introduction Letter to Embassy ☐ Letter for Work and Travel ☐ Letter to Immigration Office ☐ Letter to Employers of Labour ☐ Letter of 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 Babcock Microfinance Bank/WEMA Bank (Operations Account) Director Student Activities ☐ Director Security Services ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐			
□ Introduction Letter to Embassy □ Letter for Work and Travel □ Letter to Immigration Office □ Letter for Vacation Job □ Letter to Employers of Labour □ Letter of 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 Babcock Microfinance Bank/WEMA Bank (Operations Account) Director Student Activities □ Director Security Services	Phone No	Email	
Letter for Work and Travel  Letter to Immigration Office  Letter for Vacation Job  Letter to Employers of Labour  Letter of 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 Babcock Microfinance Bank/WEMA Bank (Operations Account)  Director Student Activities  Director Security Services	Please indicate the type of	letter you are requesting for:	
Letter to Immigration Office  Letter for Vacation Job  Letter to Employers of Labour  Letter of 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 Babcock Microfinance Bank/WEMA Bank (Operations Account)  Director Student Activities  Director Security Services	☐ Introduction Letter to En	nbassy	
Letter for Vacation Job  Letter to Employers of Labour  Chers (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 Student Activities  Director Security Services	Letter for Work and Tra	ivel	
Letter to Employers of Labour  Letter of 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 Babcock Microfinance Bank/WEMA Bank (Operations Account)  Director Student Activities  Director Security Services	Letter to Immigration O	ffice	
Others (Specify):	Letter for Vacation Job		
Others (Specify):  Indicate the address where your letter is going to:  PART B: PROCEED TO THE FOLLOWING OFFICES FOR OFFICIAL APPROVAL  Pay \$\frac{1}{2}\$,500 at Babcock Microfinance Bank/WEMA Bank (Operations Account)  Director Student Activities  Director Security Services	Letter to Employers of	Labour	
PART B: PROCEED TO THE FOLLOWING OFFICES FOR OFFICIAL APPROVAL  Pay №2,500 at Babcock Microfinance Bank/WEMA Bank (Operations Account)  Director Student Activities  Director Security Services	Letter of English Langua	age Proficiency	
PART B: PROCEED TO THE FOLLOWING OFFICES FOR OFFICIAL APPROVAL  Pay №2,500 at Babcock Microfinance Bank/WEMA Bank (Operations Account)  Director Student Activities  Director Security Services	Others (Specify):		
PART B: PROCEED TO THE FOLLOWING OFFICES FOR OFFICIAL APPROVAL  Pay №2,500 at Babcock Microfinance Bank/WEMA Bank (Operations Account)  Director Student Activities  Director Security Services	* * -		
Pay №2,500 at Babcock Microfinance Bank/WEMA Bank (Operations Account)  Director Student Activities	indicate the address where	your letter is going to:	
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Director Student Activities	PART B: PROCEED TO	THE FOLLOWING OFFICE	ES FOR OFFICIAL APPROVAL
Director Security Services	Pay №2,500 at Babcock M	crofinance Bank/WEMA Bank	(Operations Account)
	Director Student Activities		
	Director Security Services		
BUMU (Citizenship Grade)			
Vice President Student Development	_		
Exams and Senate: Indicate if the Student is a Registered student:		if the Student is a Registere	d student: