



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 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 _____

VPFA/Bursar _____

BUMU (Citizenship Grade) _____

Vice President Student Development _____

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

Registrar _____