



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 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 ~~N2,500~~ at Babcock Microfinance Bank/WEMA Bank (Operations Account)

Director Security Services _____

VPFA/Bursar _____

BUMU (Citizenship Grade) _____

Vice President Student Development _____

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

Registrar _____