**APPLICATION FORM FOR CONFIRMATION LETTER**

**(APPLICABLE FOR ACTIVE STUDENT STATUS ONLY)**

**Instructions:**

1. Only student with active student status may apply for this letter.
2. The student must state the complete address of the recipient of this letter and make sure all information is correct while submitting the form to the IPIEF Secretariat. The IPIEF Secretariat will not issue a new letter due to misinformation.
3. Please allow ONE (1) working day for processing. Student must present the slip of Section D during the collection of the letter.
4. Any copy that is not collected within ONE (1) month from the date of application will be automatically dispose

**SECTION A: STUDENT’S INFORMATION (TO BE FILLED BY THE STUDENT)**

|  |  |
| --- | --- |
| Name: | Matric No: |
| Telephone No: | Email Address: |
| Passport No: | Department & Faculty: |
| Correspondence Address & Contact No: |

**SECTION B: DOCUMENTS APPLIED (TO BE FILLED BY THE STUDENT)**

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| Number of Copies:Complete Name and Address of the Recipient:1) Confirmation Letter *e.g. English Medium, Specialization etc*Reasons Applying for the Letter: Student’s Signature Date: |

**SECTION C: OFFICE USE (IPIEF SECRETARIAT)**

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| Action/Remarks: Date: |

**SECTION D: STUDENT MUST PRESENT THIS SLIP DURING COLLECTION**

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| --- | --- |
| Name & Matric No:& Programme | No of Copies:Confirmation Letter |
| Date Applied: | IPIEF Stamp: |
| Date of Collection |