

SECTION III (To be completed by Academic Administration Department)

Received Request Form : Date : ____ / ____ / ____ Time : ____ : ____ am/ pm
Letter Ready For Collection : Date : ____ / ____ / ____ Time : ____ : ____ am/ pm

Signature & Stamp

Date ____ / ____ / ____

IMPORTANT GUIDELINES

- *Letter of Completion will only be released after Senate endorsement and subject to Financial Clearance.*
- *For request received before 12.00 noon, letter will be ready for collection after 4.30 pm on the same day .*
- *For request received after 12.00 noon, letter will be ready for collection at 9.30 am on the next working day.*
- *Any enquiries, please contact officers at Academic Administration Department.*
- *All letters unless specified to be faxed or mailed, are to be collected at the Academic Administration Department.*