



STUDENT RECORD

OFFICIAL LETTER REQUISITION FORM

ACADEMIC YEAR 20... / 20...

FALL

SPRING

SUMMER I

SUMMER II

English:

Arabic:

Official Letter issuing fee: 30 AED / per letter

| | |
|-------------------------------|--|
| STUDENT NO. | |
| STUDENT NAME | |
| MOBILE | |
| PASSPORT NUMBER | |
| SCHOOL & PROGRAM | |
| TYPE OF LETTER/COMMENT | |

Official Letter received: _____
(Signature)

Date: _____

Pick up date: _____

STUDENT NAME: _____

PICK UP DATE FOR OFFICIAL LETTER: _____

SIGNATURE REGISTRATION DEPARTMENT: _____

The Policy re Official Letters is as follows and can be found in the Policies & Procedures Manual - 5. Students - f. Student Finance Policy –Fees for Student Services:

- A certificate to whom it may concern fee is AED 30