

UNIVERSITY OF MINES AND TECHNOLOGY (UMaT)

SCHOOL OF POSTGRADUATE STUDIES (SPS)

STUDENT DOCUMENT REQUEST FORM

**A.**

Surname (Capital Letters): ..... Other Names: .....

Programme of Study: .....

Index No: ..... Level: (If still in School) .....

Year of Admission: ..... Year of Completion:.....

Present address:.....

Phone Number:..... E-mail: .....

**B.**

Document being requested – Please mark (X) where appropriate and state number of copies

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|----|-----------------------|----------|----------|
| 1. | Introductory Letter   | (      ) | (      ) |
| 2. | Transcript            | (      ) | (      ) |
| 3. | Academic Record       | (      ) | (      ) |
| 4. | Recommendation letter | (      ) | (      ) |

Date: ...../...../.....

Signature: .....

**Note:**

*The Completed form(s) and the Bank Pay-in-Slip(s) should be submitted to the SPS Accounts Office to commence processing of your request*

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**Office use only**

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Signature of SPS Officer

Date Completed...../...../.....