

LETTER REQUEST FORM

STUDENT'S NAME: _____ REG. #: _____

PROGRAM: _____ CONTACT #: _____

Applying for the issuance of:

- English Proficiency Letter
- Bonafide Letter
- Visa Letter

<u>REASON TO APPLY</u>

Student's Signature & Date

NOTE:

- Letter will be issued after three working days from the date of submission
- Graduates cannot apply for the issuance of Bonafide Letter & Visa Letter
- In case of nominating someone else to collect the letter, the student has to email the authority letter at

records@szabist-isb.edu.pk

The nominee has to present the original CNIC & submit its copy to receive the letter

FOR OFFICE USE

Letter Issued: _____

Sign & Date

STUDENT'S RECEIVING

Student's Name: _____ Sign & Date: _____

In case of Authority Letter:

Nominee's Name: _____

C.N.I.C # of Nominee: _____ Sign & Date: _____