	ZETECH UNIVERSITY	**REGISTRAR ACADEMICS**	
TITLE	**REQUEST FOR COMPLETION LETTER**	**Reference**	**F-7-81**
		Issue/Rev	**1/2**

Name of student ……………………….…………………………………………………………...

Admission Number……………….. ……………………………………………………………….

Commencement: Intake Month…………………………Year………………………..…………...

Completion: Month…………………………….…………Year…………………………………...

Programme………………………………………………………………………………………….

I would like to request for a completion letter having undertaken **ALL** the requirements of my course.

Specialization (if any)……………………………….Month & Year of Graduation.....................

Students signature …………..………Tel no……….………..…… ID No…………..……

HoD-Department.

Name:……………………………Signature …………………..…….. Date:………………..

Examinations office.

Name:……………………………Signature …………………..…….. Date:………………..

Library.

Name:……………………………Signature …………………..…….. Date:………………..

Records Office.

Name:……………………………Signature …………………..…….. Date:………………..

Registrar (AA)

Name:……………………………Signature …………………….….. Date:……………