

STUDENT ID NUMBER

10 empty boxes for student ID number



Website: [www.fnu.ac.fj](http://www.fnu.ac.fj)

SAS 10

# APPLICATION FOR OFFICIAL LETTER

Please complete all sections of this form

Tick boxes where appropriate

## A PERSONAL DETAILS

Surname : \_\_\_\_\_ Official Student Email : \_\_\_\_\_  
 Other Name(s) : \_\_\_\_\_ Work / Personal Email : \_\_\_\_\_  
 First Name : \_\_\_\_\_ Phone Contact(s) Mobile: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Home: \_\_\_\_\_  
 (DD/MM/YY) Postal Address: \_\_\_\_\_  
 \_\_\_\_\_

## B PROGRAMME OF STUDY

Year : \_\_\_\_\_ Block / Section Number: \_\_\_\_\_

Semester	Trimester	Quarter	Penster
1 <input type="checkbox"/> 2 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>

College: \_\_\_\_\_  
 Campus / Centre: \_\_\_\_\_  
 Programme Enrolled in: \_\_\_\_\_  
 Major 1 : \_\_\_\_\_ Minor : \_\_\_\_\_  
 Major 2 : \_\_\_\_\_

## C LETTER REQUESTED

Audit Letter <input type="checkbox"/>	Completion Letter <input type="checkbox"/>	Special Letter <input type="checkbox"/>
Bonafide Letter <input type="checkbox"/>	Course Description <input type="checkbox"/>	Verification Letter <input type="checkbox"/>
Certification Letter <input type="checkbox"/>	English Letter <input type="checkbox"/>	

Others Please Specify: \_\_\_\_\_

For Completion letter - please complete the Application for Graduation form.

For Certification / Verification Letter – please state the Date of Graduation: \_\_\_\_\_

**NB** For Course Descriptions – please attach copies of results of units undertaken for reference

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date (DD/MM/YY)

**[Typing your name is considered as signature in this form]**

Submit this completed form to: [qualification.verification@fnu.ac.fj](mailto:qualification.verification@fnu.ac.fj)

Authorised By The University Registrar