



# SCHOOL OF POSTGRADUATE STUDIES KOGI STATE UNIVERSITY, ANYIGBA

The Dean,  
School of Postgraduate Studies,  
Kogi State University, Anyigba.

## ACCEPTANCE OF OFFER ..... SESSION

NAME: \_\_\_\_\_

COURSE FOR WHICH ADMITTED: \_\_\_\_\_

FACULTY: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ADMISSION NUMBER: \_\_\_\_\_ SESSION: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ TEL/GSM NO. \_\_\_\_\_

With reference to your letter of provisional admission dated: \_\_\_\_\_

I hereby accept the offer of admission to read:

\_\_\_\_\_

Course in the University starting from the: \_\_\_\_\_ Academic year.

RECEIPT NO. OF ACCEPTANCE FEE

(N4,000.00)\*\* \_\_\_\_\_

### DECLARATION

Having read the necessary Regulations, I do solemnly declare that I shall abide by them.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



# SCHOOL OF POSTGRADUATE STUDIES KOGI STATE UNIVERSITY, ANYIGBA

## INTERNAL MEMORANDUM

From: Admissions Officer

To: Records Officer

Ref: KSU/PGS/AC//001

Date:

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..... **ADMISSION EXERCISE**

CLEARANCE CERTIFICATE/AUTHORITY TO PAY (In Triplicate)

1. Name: .....  
Department:..... Degree:.....

2. I have checked the following and they are found to be in order.

Original Certificates

- (a) .....
- (b) .....
- (c) .....
- (d) .....
- (e) .....
- (f) .....

3. N.Y.S.C.

- (a) Discharge Certificate
- (b) Exemption Certificate
- (c) Not Required

4. Transcript

Please register after necessary payments have been made..

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For: Admission Officer

cc: Accounts Officer, PGS



SCHOOL OF POSTGRADUATE STUDIES,  
KOGI STATE UNIVERSITY, ANYIGBA  
ADMISSION OFFICE.

Date:.....

The Dean,  
School of Postgraduate Studies,  
Kogi State University, Anyigba.

Dear Sir,

**LETTER OF UNDERTAKING FOR PRESENTATION OF  
ORIGINAL CREDENTIALS/TRANSCRIPTS FOR  
CLEARANCE EXERCISE FOR 2008/2009 SESSION**

I, ....., offered  
provisional admission to the Department of .....  
hereby promise to provide the original copies of my (a).....  
(b) ..... (c) ..... by the  
beginning of the 1<sup>st</sup> semester examination (27<sup>th</sup> April, 2009) failing which I should not be  
allowed to take 1<sup>st</sup> semester examination.

Thank you.

Yours faithfully,

Signature: .....

Name: .....