

Enter your Form id
Date

To,
**Office of Admissions and Records,
Concerned University,
Address of the University.**

**SUB: Application for Graduate Program in Course that you have chosen
along with the time you would like to go.**

Dear Sir / Madam,

I would like to apply for the **Graduate Program in Chosen Course** for FALL/SPRING, specify the Year. I have completed the online application form and paid the application fees of **specify the amount** by credit card on the specified date. My **Form Id** is (mention the above form id)

I am enclosing herewith the following documents as part of my application packet.

1. Copy of Payment Confirmation.
2. Sealed Transcripts of all Academic Qualifications.
3. Three Sealed Recommendation Letters.
4. Attested copy of Bachelors Degree Mark sheet.
5. Attested photocopy of Bonafide Certificate of the course last completed.
6. Attested copies of HSC (Std. XII) Mark sheet.
7. Attested copies of SSC (Std. X) Mark sheet.
8. Statement Of Purpose
9. Resume
10. Statement of Financial Obligation and Supporting documents.
11. Attested copies of Certificates awarded.
12. Copy of Test Scores.

I request you to kindly accept my application for the said program and please let me know if any more documents would be required from my side, on my email –

Mention your email id.

Thanking you.
Yours truly,

YOUR NAME.

**HEAD
WAY™**