

LETTER OF REQUEST
(Application for Special Study Permit)

**This is a SAMPLE
FORMAT only.**
Copy/Encode this on your computer,
provide your personal information on
the blanks, then print and **notarize.**

Date: _____

Honorable RICARDO DAVID JR.
Commissioner, Philippine Bureau of Immigration
1002 Manila

ATTN: ATTY. GRACE GUADELYN B. LARA
(OIC) Acting Chief, Student Desk

Dear Atty. Lara:

I would like to request that I may be issued a Special Study Permit (SSP) to allow me to study at De La Salle University, with address at #2401 Taft Avenue Manila. I will take up a course/program (AB/BS) _____, starting _____ Term, Academic Year 20____ to 20_____.

I duly certified that all the documents I am submitting with this application letter are lawfully acquired.

I shall appreciate your consideration of this request.

Very truly yours,

Signature over PRINTED NAME
Passport Number _____
Expiry Date: _____

NOTARY PUBLIC

SUBSCRIBED AND SWORN TO, before me this _____ day of _____ 20____, affiant exhibiting to me his/her Passport with No. _____ issued at _____ on _____.

*Doc. No. _____
Page No _____
Book No. _____
Series of 20_____.*