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 yo<mark>u 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 –</mark>

Mention your email id.

Thanking you. Yours truly,

YOUR NAME.

