

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 \_\_\_\_\_.*