

Certificate of Class Attendance

At

Date Month Year

To: Director of the Registration Office

Subject: Certifying Class Attendance

I,, Student Code

wish to register for courses in semester academic year by

Late registration Course Number Section Number

Late class adding Course Number Section Number

Changing section Course Number Section Number

Therefore, I would like you (instructor) to certify my class attendance as an evidence to file my request to the university for further action.

Please consider my request.

Signature

(.....)

(For instructor)

I,, instructor of course.....

DepartmentFaculty.....

semester academic year

Grant my permission and certify that this student

has attended the class since

is able to keep up with the lessons

needs additional work

Do not grant my permission

Signature

(.....)