

**The Graduate Admissions Committee,
THE Graduate College
University Name
Admissions Office
City & State
Country**

Subject: Application for Masters in Civil Engineering for Spring 2005

Respected Sir/Madam,

I, **<Your Name>**, am applying for admission into the **<Course/ Degree Name>** for **<Date>**.

I have enclosed the following:

Application fee of **US \$ <Amount>**.

Photocopy of the GRE and TOEFL score sheet.

Statement of Purpose.

Affidavit of Financial Support

Resume.

In sealed envelopes:

Transcripts – By the Principal, **<Collage Name>**.

Letter of Recommendation – from Prof. Name

Letter of Recommendation – from Prof. Name.

Letter of Recommendation – from Prof. Name.

Bank Statement – Bank Name

Kindly notify me on **<Email ID>** of any missing documents for quick processing.

Thanking you for your kind attention,

Yours
sincerely,