

SAMPLE COVER LETTER

Date

Dr. Grace Barretto-Tesoro
Director
Archaeological Studies Program
Albert Hall, Lakandula St., cor E. Jacinto St.,
University of the Philippines
Diliman, Quezon City 1101

Dear Director Barretto-Tesoro:

I would like to apply for admission to the Archaeological Studies Program as
 BA/BS Diploma / MA / MS / PhD student for the First / Second / Third
Trimester AY 20__ - 20__.

Enclosed are the following documents:

- Application Form
- Official Transcript of Records with Remarks: "Copy for UP Diliman"
 BA/BS Diploma / MA / MS / PhD
- Certified true copy of the most recent Diploma
- General Weighted Average (GWA)/Grade Point Average (GPA) Certification
- One (1) 2"x 2" ID Photo
- Proof of payment of your Application Fee
- Academic Concept Paper (1000-1500 words) (for PhD applicants only)

Thank you.

Sincerely yours,

Name and signature of applicant