

# REQUIREMENTS FOR CONFIRMATION

1. Forwarding letter from the head teacher/Principal.
2. TSC Form No. 4(1993) duly filled and endorsed by Head of Institution.
3. Completion of probation period, accompanied by Appraisal Forms.
4. CLEAR photocopy of Letter of first Appointment that is not faint.
5. CLEAR photocopy of Acceptance letter that is not faint.
6. CLEAR photocopy of Posting Instruction letter that is not faint.
7. Assumption of duty letter.
8. CLEAR photocopy of Recent Pay slip.
9. CLEAR Photocopy of the national identity card.
10. Registration Certificate(s).
11. Academic certificates and transcripts as well as professional certificates (photo copies).
12. Affidavit or marriage certificate for women in case of variation in names.

**NB: This set of documents from 1-12 should be in triplicate per person stapled separately when applying for only confirmation.**