



OFFICIAL LETTER REQUEST FORM

Name _____ Reg. No. _____ Program _____

E-Mail _____ Contact No. _____

Type of Letter:

Bonafide Letter fee: AED 20/-

Others (*Fees depending on the nature of the letter*)

Any special request:

Student's Signature Date

For Office Use

Admissions Office: Comments _____ Signature _____ Date _____

Finance Clearance:

Payment received for:

No. of copies Total Amount: _____

Name of Finance Officer Signature Date

Manager Operations: Comments _____ Signature _____ Date _____

Note:

- Letter will only be issued after payment of all dues at Finance Office
- Letter will be issued within seven working days
- Form to be submitted at Records Department
- Urgent request processing fees AED 40/- (Letter will be issued within one working day)
- 5% VAT applicable as per U.A.E Federal Tax Authority regulations