

**VISA SPONSORSHIP LETTER REQUEST FORM**

Name \_\_\_\_\_ Reg. No. \_\_\_\_\_ Program \_\_\_\_\_

E-Mail \_\_\_\_\_ Contact No. \_\_\_\_\_

**Type of Letter:** Parent Sponsorship Letter fees: AED 300/- NOC from TECOM: AED 300/-**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 7 – 10 working days
- Form to be submitted at Public Relation Officer (PRO)
- See guidelines on next page for Parent Sponsorship Letter
- Students applying for NOC (TECOM) should clear all dues till the date of application
- 5% VAT applicable as per U.A.E Federal Tax Authority regulations

**Guidelines for VISA Letter for Parent Sponsorship**

- AED 300/- Letter fees.
- Passport copy and VISA page copy in color.
- Application Form to be filled and submitted.
- Student applying for VISA Letter for Parent sponsorship before start of semester till Week 4 will need to pay 50 % Advance Tuition Fees for Full course load. (The PRO is not authorized to make any concessions in this amount.
- Student applying from Week 5 till end of semester will need to clear all dues/installments till the application date.