

**SZABIST**Shaheed Zulfikar Ali Bhutto Institute of Science & Technology
DUBAI CAMPUS**OFFICIAL LETTER REQUEST FORM**

Name _____ Reg. No. _____ Program _____

E-Mail _____ Contact No. _____

Type of Letter:☐ Bonafide Letter fee: AED 21/- (Including 5% VAT)☐ 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**Head of Campus:** 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 42/- (Including 5% VAT) (Letter will be issued within one working day)
- 5% VAT applicable as per U.A.E Federal Tax Authority regulations

Revised on: February 25, 2023