

**VISA SPONSORSHIP LETTER REQUEST FORM**

Name _____ Reg. No. _____ Program _____

E-Mail _____ Contact No. _____

Type of Letter:☐ Parent Sponsorship Letter fees: AED 315/- (Including 5% VAT)☐ NOC from TECOM: AED 315/- (Including 5% VAT)**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 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.