



PENTECOST UNIVERSITY COLLEGE
(REGISTRAR'S OFFICE)

REQUEST FORM - INTRODUCTORY LETTER FOR VISA

INSTRUCTIONS:

Apply for your introductory letter for **Visa** from the **Registrar's Office**. Introductory letters would be ready for collection after **two business days** from the day of submission of completed request forms. Students must have their request forms approved by all Offices concerned and attach **original receipt of introductory letter fee** to the completed forms, before submitting them at the Registrar's Office. Students may pick-up their letters on **Wednesdays and Fridays** only, between **3:00 and 4:30pm**.

SURNAME NAME: -----**OTHER NAMES:**-----

NATIONALITY: -----**GENDER:**-----

PROGRAMME:-----**ID NUMBER:** -----

SCHOOL----- **LEVEL:** -----

CONTACT NUMBER: ----- **EMAIL**-----

EMBASSY/HIGH COMMISSION STUDENT NEEDS VISA FROM: -----

CERTIFICATION OF APPLICANT'S RIGHT ACADEMIC FINANCIAL STANDING
(Applicant to obtain certification/clearance from the Offices under-listed before submission of form)

REQUEST APPROVED BY:

OFFICE	NAME OF OFFICER	COMMENTS	DATE	OFFICIAL STAMP/ SIGNATURE
ACCOUNTS				
LIBRARY				
ACADEMIC REGISTRY				

FINANCIAL OBLIGATIONS

I understand that all financial obligations to Pentecost University College must be settled in **full** in the Accounts Office, including the request for introductory letter fee of **Ten Ghana Cedis (GH¢10.00)**.

STUDENT'S SIGNATURE: ----- **DATE:** -----