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:

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<tr>
<th>OFFICE</th>
<th>NAME OF OFFICER</th>
<th>COMMENTS</th>
<th>DATE</th>
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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 (GHc10.00).

STUDENT’S SIGNATURE: ----------------------------------  DATE: ----------------------------------