

**APPLICATION FOR FOREIGN EXCHANGE
FOR STUDIES ABROAD**

Manager

_____ (Name of Branch)

_____ (Name of Bank)

_____ (Address)

Dear Sir,

I hereby apply for foreign exchange for my studies abroad, the required details are as under:—

1. Name: _____ :
2. Address: _____ :
3. Passport No. _____ :
4. Educational qualifications _____ :
5. Name and address of the educational institution where study will be prosecuted/performed _____ :
6. Name of the course _____ :
7. Duration of the course _____ :
8. Date of commencement of the course _____ :
9. Annual expenditure
 - a) Tuition fee _____ :
 - b) Board, lodging, etc. _____ :
10. Amount to be remitted in advance _____ :
11. Last date for remittance of advance amount _____ :
12. Whether the remittable advance is refundable _____ :

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See Chapter 11	Para 10(A)
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APP. 5	64
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13. Details of foreign exchange
 purchased, if any, previously

Date of purchase of foreign exchange and amount
(If the entire amount has not been utilised under
the relevant head, the unspent balance should be
deposited with the application)

In the light of details given above, I may kindly be allowed to purchase foreign exchange
amounting to towards tuition fee andtowards board, lodging etc.

Yours faithfully,

(Signature of the Applicant)

Address:

Papers submitted :

- (a) Letter issued by the educational institution in
 support of admission,
- (b) Educational certificates,
- (c) Estimate/ invoice issued by the
 educational institution,
- (d) Declaration by the student,
- (e) Valid passport.

Date:

To

The Manager
Mutual Trust Bank Ltd
Gulshan Branch
120 Gulshan Avenue,
Gulshan, Dhaka.

Subject: Request for remittance

Dear Sir,

I have a student file to your branch to remitt my tution fee and other related cost as per documents of university/college. Now I want to send foreign currency as per requirement of university/college. Details of the payment has given below;

FC Amount	:	
FC Amount in word	:	
Name of Beneficiary	:	
Address of Beneficiary	:	
Bank Name & Address	:	
SWIFT Code/BIC Code	:	
IBAN/Account No.	:	
Remarks	:	

So you are requested to allow me to send the said amount to said university/college and take needful initiative in this regard.

Thanks for your kind cooperation.

Yours faithfully

Name:

Address:

Contact No:

Passport No:

A/C no: