



ACCRA TECHNICAL UNIVERSITY

REGISTRAR'S OFFICE

REQUEST FOR INTRODUCTORY LETTER FORM

(STAFF)

Instructions: Please complete this form in BLOCK LETTERS

1. Full Name: _____

2. Staff ID Number: _____

3. Current Rank and Position: _____

4. Department/Unit: _____

5. Date of First Appointment at ATU: _____

6. Purpose of Letter:

☐ Visa Application ☐ Bank Account Opening ☐ Passport Application

☐ Other (please specify) _____

7. Institution/Organization Letter should be addressed to:

8. Applicant's Telephone Number: _____

9. Any Additional Information to be Included in the Letter:

10. Passport No. (Visa Applicants only) _____

Date of Request: _____

Signature of Applicant: _____

NB: Applicants requesting introductory letters to facilitate official international travel must attach a copy of their invitation/permission letter to support the request.