ACCRA TECHNICAL UNIVERSITY

REGISTRAR'S OFFICE

REQUEST FOR INTRODUCTORY LETTER FORM
(STUDENTS)

Instructions: Please complete this form in BLOCK LETTERS

1. Full Name: _____

2. Student ID Number: _____

3. Programme of Study: _____

4. Department/Faculty: _____

5. Level of Study (e.g., 200, 300): _____
☐ Masters ☐ B.Tech ☐ B.Tech 2Yr. Top-Up ☐ B.Tech 3Yr. Top-Up ☐ HND

☐ Other (please specify) _____

6. Purpose of Letter:
☐ Visa Application ☐ Bank Account Opening ☐ Passport Application ☐ Students Loan

☐ Other (please specify)_____

7. Institution/Organization letter should be addressed to: _____
_____
_____

8. Applicant's email Address _____

9. Applicant's telephone Number: _____

10. Endorsement by Applicant's Head of Department: _____

_____

_____
(HoD's Signature and Stamp)

Please attach the following documents and tick the appropriate boxes to confirm attachment:
1. ☐Photocopy of Student's ID Card (Front and Back)
2. ☐One Passport-sized photograph
3. ☐Payment Receipt

Date of Request: _____   Signature of Applicant: _____

Form A1/25