



HSBC International Education

Get started on making the dream of studying abroad a reality



Student File Document Checklist

<input type="checkbox"/>	HSBC Bangladesh account
<input type="checkbox"/>	Original and photocopy of admission letter/admission acceptance letter issued by the educational institution in favor of the student attested by bank officials. Note: Offer letter must be for full time course only
<input type="checkbox"/>	Original and photocopy of academic certificates along with photocopies attested by bank officials
<input type="checkbox"/>	Original and photocopy of estimate relating to annual tuition fee, board and lodging, insurance, incidental expenses etc. issued by the concerned educational institution Note: Invoice for annual expenses (If offer letter doesn't contain the exact amount of living expense and tuition fees)
<input type="checkbox"/>	Original passport along with photocopy of the photo and personal information pages duly attested by bank officials
<input type="checkbox"/>	1 copy passport size Photo of Student (attested by the account holder)
<input type="checkbox"/>	If going to the United States: I20
<input type="checkbox"/>	Complete HSBC forms

For Student File related charges, please refer to "**Retail Banking Fees & Charges**"

(HSBC BD Website: Home > Retail Banking > Fees and Charges > Retail Banking Fees & Charges)



Manager

HSBC,

Date: _____

Dear Sir

Subject: Opening a student file

I/We, hereby authorize to _____ to open a student file from my account and request you to debit necessary charges at your end.

The signature of _____ is attested below.

Thank you for your kind co-operation.

Yours faithfully

Signature of the Account Holder

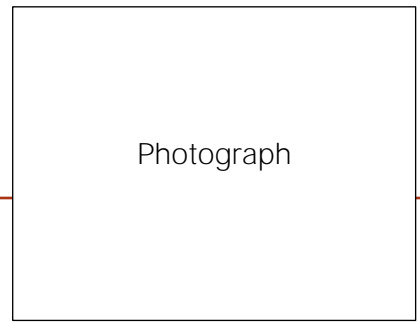
Signature of Authorized Representative

A/C NO:

Signature Attested

Relation with student:

Phone No: -



The Manager, Customer Services
HSBC,

Date: _____

Dear Sir,

I hereby declare that I have been offered by _____ for studying _____ which is for a period of _____ and my course is going to commence from _____.

I have duly confirmed my acceptance to take the place offered to me. It's now required to send _____ (_____)

Being tuition fee/ living expenses etc. for 1st term as per offered letter/ invoice date _____.

It is estimated that total ____ terms in one year would be _____ approximately.

The bank draft (s) TT/ MT are to be made in favor of _____.

Therefore, I would like to request you to kindly make necessary arrangement for the issue of bank TT for the sum of _____

I would further like to mention here that remittance on account of my study related expenses until completion of my studies abroad shall be arranged through your bank upon showing my progress report to you.

Thank you.

Signature of the applicant

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. :
 - c) Insurance :
 - d) Travel :
10. Amount to be remitted in advance to the educational institute :
11. Last date for remittance of advance amount :
12. Whether the remittable advance is refundable :

.....ContdP/2

13. Amount sent or to be sent in Blocked account abroad :
14. 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 feetowards board lodging etc.....towards traveltowards insurance.....towards blocked account abroad.

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.

**RELEASE OF FOREIGN EXCHANGE FOR STUDIES ABROAD
DISBURSEMENT SCHEDULE (ENDORSEMENT BY THE AD)**

Name of the Student : Passport No :

Sl	Date of Rem.	Particulars of Course		Amount of FC Released Against (EqvUSD)				Stamp and Sig of AD	Reporting Particulars to BB
		Class/Course	Semester	Institution	Tuition Fee	Living	Travel		
1									
2									
3									
4									
5									
6									
8									
9									
10									

Note: ADs shall preserve information in the respective student file using the above format. The above format shall be updated after each remittance. Photocopy of the above statement shall have to be submitted to Bangladesh Bank with monthly return.