



The City Bank Limited
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 136 Gulshan Avenue, Gulshan-2, Dhaka-1212
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 E-mail: info.ers@thecitybank.com

Reference ID:

Received on _____ at _____ am/pm

Please open the file

SL No :

Employee ID:

CBL Student File Application Form

Student File No.

Referring Agency

File Opening Date

Name of the Applicant

Address of the Applicant

Date of Birth

E-mail id:

Contact No.

Passport No.

Date of Issue

Place of Issue

Educational Qualification MBA/MS/MSC BBA/BA/BSC HSC/A Level SSC/O Level Others _____

Name & Address of the educational institution where study will be prosecuted

Name of the Course

Duration of the Course Date of Commencement

Annual Expenses Tuition Fee Boarding/Lodging Fee Insurance Travel

Total amount to be remitted in advance

Last date of remittance of advance

Whether the remittable advance is refundable Refundable Non-Refundable

Details of foreign currency purchase, if any

Amount sent or to be sent in Blocked account abroad

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

towards board lodging etc towards travel towards insurance towards blocked account abroad.

To the best of my knowledge, all the information given here are all true. I will be responsible for all the discrepancies if any occurs from this.

Yours faithfully,

(Signature of the Student)

Address:

Account Debit Instruction

Account Number

Account Name

I/We will bear all the charges related to Student File.

Customer Signature

Customer Signature
(Joint Applicant)

Branch SF Dealing Office

Branch Manager/CSM

Release of Foreign Exchange for Studies Abroad Disbursement Schedule

Student file no.	File opening date	File Renewal Date
Entitlement (per year)	2. Living & Miscellaneous	

Name of the student Passport No.

SL No.	Date of Rem.	Particulars of Course		Fee Details	Amount of FC Released Against (Eqv USD)					Block Account	Stamp and Sig of AD	Reporting Particulars to BB
		Class / Course	Semester		Institution	Tuition Fee	Living	Travel	Insurance			
	TOTAL			LIMIT								
				IN EQV. USD								
1				Remit Amount								
				Eqv. USD								
				Remaining Balance								
2				Remit Amount								
				Eqv. USD								
				Remaining Balance								
3				Remit Amount								
				Eqv. USD								
				Remaining Balance								
4				Remit Amount								
				Eqv. USD								
				Remaining Balance								
5				Remit Amount								
				Eqv. USD								
				Remaining Balance								

We hereby declare that the above particulars are correct. In case of any information furnished above is found to be incorrect, we will jointly and severally refer ourselves liable for action under the Foreign Exchange Regulation Act, 1947.

Document & Information Check list

- Letter issued by the educational institution in support of admission
- Educational Certificates
- Estimate/ invoice issued by the educational institution
- Declaration by the student
- Valid passport

Signature of the Student/Applicant

Branch SF Dealing Officer