

## 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 : .....

.....Contd .....P/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 fee .....towards board lodging etc.....towards travel .....towards insurance.....towards blocked account abroad.

Yours faithfully,

*(Signature of the Applicant)*

*Address:*

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**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	Insurance		
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.