

**UNIVERSITY OF PROFESSIONAL STUDIES, UPSA  
ACADEMIC AFFAIRS DIRECTORATE**

**STUDENT'S APPLICATION FOR INTRODUCTORY LETTER FORM**

1. Name of Student: \_\_\_\_\_ Index no: \_\_\_\_\_
2. Programme: \_\_\_\_\_ Level: \_\_\_\_\_
3. Mobile No. \_\_\_\_\_ Request: \_\_\_\_\_
4. Have you travelled outside the country before? Yes ☐ No ☐
5. State country: \_\_\_\_\_
6. How long did you stay there? \_\_\_\_\_
7. Country you intend to travel to \_\_\_\_\_
8. Purpose of visit: \_\_\_\_\_
9. Have you travelled to that country before? Yes ☐ No ☐
10. If Yes, how long did you stay? \_\_\_\_\_
11. How long do you intend to stay this time? \_\_\_\_\_
12. State the start and end date of visit: \_\_\_\_\_
13. Any relatives living in that country: Yes ☐ No ☐
14. If Yes, state nature of relationship \_\_\_\_\_
15. Who is inviting you? \_\_\_\_\_
16. Do you have an invitation letter? Yes ☐ No ☐
17. If Yes, attach invitation letter: \_\_\_\_\_
18. Address of the Embassy/High Commission the letter of introduction is to be sent: \_\_\_\_\_  
\_\_\_\_\_

**NB: Please attach GH¢20 disbursement sheet for payment for this service**

**DECLARATION**

*I certify that the information I have provided on the form and documents I have attached to be true and accurate.*

\_\_\_\_\_  
**Signature of Student**

\_\_\_\_\_  
**Date**

**FOR OFFICIAL USE ONLY**

Verified by : Name: _____	Signature: _____	Date: _____
Designation: _____		
Approved by: Name: _____	Signature: _____	Date: _____
Designation: _____		