

### Requirements for processing School Fees for the First Degree and Post-Graduate Programmes:

- Admission letter in the school letter head
- Invoice for the current semester on the school letter head.
- The beneficiary bank/account details in the name of the school/university
- Duly completed Form A
- Authority to debit customer/applicant account for the Naira equivalent and charges
- Biodata page of international passport of the student
- Additionally, first degree certificate is required for post graduate programs.
- *Notification of Result is acceptable only if it is duly endorsed as 'certified true copy' by the institution that awarded it*
- The applicant should be a recognized parent or guardian of the student.
- School fees and student upkeep is strictly for degree and post graduate programs.
- The school fees amount should be equal to or less than the amount on the invoice and should not be more than the amount on the invoice.
- The student upkeep/maintenance fee is a maximum of USD3,000 (or its equivalent in other currencies) per semester and can be paid directly to the account in the name of the student abroad per semester, if the school does not make provision for collection of student upkeep on behalf of the student.

### Requirements for processing PTA/BTA:

- Biodata page of International Passport of applicant
- Valid Visa Page
- Duly confirmed **return ticket** with e-ticket number
- Authority to debit account for the Naira equivalent and charges

- Account must have been opened and run for at least 6 months
- Complete a card request form where customer does not have one.
- Certificate of Business Registration/Incorporation (BTA).
- Letter of invitation from the overseas business partner stating the purpose and duration of the business trip (BTA).
- Letter from the Corporate body addressed to the processing bank, stating the names of beneficiary staff and purpose of visit (BTA).

### **Requirements for Processing FORM Q**

- Form Q FX Request form
- Form Q application Form
- Form M
- Customer's request letter
- Proforma Invoice clearly stating;
  - Import item
  - Unit Price of item
  - Quantity of item
  - Total Amount
  - Beneficiary Bank details.

Import item must not be prohibited, must be valid for FX and not on the list of 41 items banned for importation.