



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)

The Manager

HSBC

Date:

D	D	M	M	Y	Y	Y	Y
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Dear Sir:

Subject: Opening a student file

I/We, hereby authorize _____ 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)

Name:

Account Number:

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Phone Number:

Relationship with Student:

(Signature of the the Student)

Name:

(Signature Attested by Account Holder)

Name:

Photograph

The Manager
HSBC

Date:

D	D	M	M	Y	Y	Y	Y
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Dear Sir,

I, holding passport number, hereby declare that I have been offered by
..... to study
..... The tenor of the program is
..... and my course commencement date is

D	D	M	M	Y	Y	Y	Y
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 I confirm that I do
not hold any other Student File with any bank across Bangladesh.

All payments (tuition fees & living expenses) against this Student File shall be supported by offer letter/ I-20
(applicable for USA)/invoice/estimation issued by educational institution.

I hereby declare that for the purpose of maintaining the Student File, I will submit updated progress report a
nd notify the bank immediately of any development, i.e. course completion/course extension/course deferred
among others, by providing sufficient evidence to the satisfaction of the bank.

I further acknowledge and agree that in absence of any notification, as mentioned above, the bank shall be
in the liberty to close the Student File after 6 (six) months from the course end date as mentioned in the offer
letter and/or admission document submitted to the bank.

I also agree to cooperate with the bank with any required information/supporting documents related to this
course and relevant payments made against it, even after closing/discontinuing this Student File.

I additionally acknowledge and agree that I will arrange to cancel any existing multiple year Travel Quota end
orsement against my debit/credit/pre-paid card with any other bank in Bangladesh before proceeding abroad.

Thank you.

(Signature of the student)

Name:

Email:

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 :

D	D	M	M	Y	Y	Y	Y
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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 :

D	D	M	M	Y	Y	Y	Y
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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	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.