



APPLICATION FORM FOR INTRODUCTION LETTER
(for foreign travel or visit to local organisations)

1.	Name of Applicant	
2.	Passport Number	
3.	Office/Department	
4.	Position/Rank	
5.	Date of Assumption of Duty in AAMUSTED	
6.	Destination/Organisation to Visit	
7.	Address of the Embassy/Organisation	
8.	Purpose of the Travel/Visit/Activity	
9.	Date of Programme/Activity	
10.	Intended Date of Departure/Visit	
11.	Intended Date of Return to AAMUSTED	
12.	Attach a Copy of Invitation Letter or Relevant Supporting Document	
13.	Number of Staff/Students Travelling (for staff unions/student groups)	
14.	Attach List of Staff/Students with Staff Numbers/Index Numbers and Contact Numbers	

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Signature of Applicant

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Date

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Registrar's Comments/Approval

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Registrar's Signature

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Date