



Requisition for a Document for Visa Extension

Date : _____

First-Name : _____

Last-Name : _____

Student ID. No. : _____

Contact Phone Number : _____

Home University : _____

Expire Date of Visa : _____

Number of copies requested : _____

Regards,

(Student's signature)

Remarks:

1. You are strongly suggested to make a request at least 2 weeks before the Expiring date. If you make a short notice, BBA Office will not guarantee that
2. You will get a document before the expiring date.
3. Bring along your passport for a photocopy at the BBA Office.
4. Follow up to pick up the document after the request 7 working days.