



### TEMPORARY RELEASE FOR OVERSEAS TRAVEL APPLICATION

(To be filled and submitted by students under a bond wishing to travel overseas during the bond period. Must be submitted to TSLB 10 days prior to the planned travel dates)

#### Part A: Personal Details

Student ID Number:	<input type="text"/>	Date of Birth:	<input type="text"/>
Student Name:	<input type="text"/>	Passport Number:	<input type="text"/>
Email Address:	<input type="text"/>		
Phone/Mobile Contact:	<input type="text"/>		

#### Part B: Travel Details

Destination	<input type="text"/>		
<b>Dates of Travel:</b>			
Date of Departure from Fiji:	<input type="text"/>	Date of Return:	<input type="text"/>
Reason For Travel:	<input type="text"/>		
Contact Details while overseas:	Phone	Email	Residential

#### Part C: Documents to be attached with the application

The following documents must be attached to this application form:

- 1) Request letter addressed to the CEO
- 2) Passport details
- 3) TIN letter details of the guarantors(current)
- 4) Overseas Travel Bond Form (TSLB 11) duly signed by the Guarantors (Students must obtain this from TSLB together with the total amount for the bonding purpose)
- 5) Guarantors current payslip  Guarantors Tin Letter  Guarantors Valid Photo ID
- 6) E-ticket/Itinerary
- 7) Visa Copy
- 8) Full Academic Transcript
- 9) Employment Contract/Letter and Recent Salary Slip (TELS Graduates)
- 10) Letter from employer (if going for a work trip) or confirmation of leave approval

Part D: Declaration: Submission of false information will invalidate this application. TSLB reserves the right to seek additional information and also seek payments prior to the final decision being made. The whole process may take upto 10 days. Incomplete applications will not be considered.

Applicants Name: _____	Applicants Signature: _____	Date: _____
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#### Part E: For Official Use

The request for the temporary release has been approved. YES  NO

Comments: \_\_\_\_\_

TSLB Officer \_\_\_\_\_ Date: \_\_\_\_\_