



### Instructions for Preparing a Bank Document

Your bank document should be prepared in the following way:

1. The bank document should be on the bank's official stationery.
2. The bank document should have the name of account holder. The account holder should be the student or another person\* who will pay for the student's tuition and fees. The name should be written in the English alphabet.
3. The date on the bank document must be no more than 3 months old.
4. The amount of money in the account must show a minimum of \$4350 USD or currency equivalent.

\*Please note that if the student is not the account holder, the person paying for the student's tuition, fees, and living expenses should provide a **Letter of Sponsorship**. The name of the person on the Letter of Sponsorship should be the same name as the account holder on the bank document. An example of a Letter of Sponsorship is provided below.

#### Letter of Sponsorship

Date:

Student Name:

Sponsor Name:

Sponsor's Relationship to Student:

This letter is to certify that I agree to pay all expenses for the above-named student for the Intensive English Program at the Georgia Tech Language Institute.

Signature of Sponsor: \_\_\_\_\_