**TAKE IN CHARGE FORM**

To: The Civil Registry and Migration Department

 Ministry of Interior

 Republic of Cyprus

**Subject:** Take in Charge Letter for my [son/daughter] {Full Name} with Passport No. {Passport No.} to study at AUB Mediterraneo (Pafos, Cyprus)

Respect Sir/Madam,

My name is { Full Name}, born on ................., at ............, holder of passport no. .............., of the [COUNTRY], hereby acknowledge and declare my sponsorship for my {son/daughter}..................., born on ................, at ............, holder of passport no. .............., of the [COUNTRY] to apply for an Entry Permit to study in the Republic of Cyprus. [He/She] will be attending the American University of Beirut – Mediterraneo and I will sponsor him/her to complete the duration of the [Name of the Program] program.

I have enclosed my bank statements as proof of my financial capacity to sponsor him/her. Furthermore, the proof of relationship between the student and the payer is established through [Passport, Family Registry or Birth Certificate] that shows clearly without any doubt that I am the parent of the student. These funds will be recompensating [his/her] tuition fees, food, transportation, accommodation, and miscellaneous expenses for the academic years ..... – .....

Copies of all the abovementioned documents are attached hereinafter as exhibits.

Sincerely,

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| --- |
| *(Sponsor’s signature above must be handwritten)* |

[Full Name]

Date: ......./......../........