

Application Checklist

Form B - Individuals

Name:

Event Date:

- Application form with **Original** Signature.
 - Signed Cover Letter which must clearly state what is being requested.
 - Three (3) testimonials with Signatures.
 - Original and a copy of your computerized birth certificate with supporting affidavit, if necessary.
 - Original and a copy of your Trinidad and Tobago Passport and a copy of a valid visa, if necessary.
 - I-20 Form (**Applicable to students only**)
 - Original Accreditation Council of Trinidad and Tobago (ACTT) Statement of Recognition (**Applicable to students only**).
 - Acceptance Letter (**Applicable to students only**)
 - If tuition fee is being requested, an official letter from School/University/Other must accompany the application. (**Applicable to students only**)
 - Transcript or Certificate (**Applicable to students only**)
 - A Detailed Budget.
 - A list of sponsorship obtained, who was sought and their responses.
 - Contribution towards the budget.
 - Evidence of fund raising including sponsorship.
 - Approval from the main governing body with original signature.
 - Three (3) quotations for all budgeted items.
 - Signed letter of invitation, if necessary.
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