

Students' performance in their respective programmes of studies partly depends on the availability of an enabling environment that ensures that students remain focused on their studies. Data Link Institute of Business and Technology(DLIBT) provides a range of student support services to help students in this direction.

DLIBT has the Student Support Service Office that works closely with the Student Representative Council (SRC) in helping boost campus life through guidance and counselling, search for accommodation, seminars, orientation etc. The Institute is ready to help you develop and to achieve your academic goals.

All students who need special counselling are encouraged to contact the Student Services Office for assistance with issues affecting academics and general life. The officer responsible treats your issues confidentially and if possible reassigns them to the requisite counselling unit for the best response as needed.

### **STUDENT REQUESTS AND APPLICATION FEES**

The Student Support Services Office guides and also provide some of the under-listed services to students on behalf of the Registrar upon receiving the request:

- Internship Letters
- English Proficiency Letter
- Letter of Introduction (To Embassy for Visa, Companies for Project Work, National Identification Authority for Ghana ID Card, National Trust Fund, etc.)
- General letter of introduction
- Recommendation Letters(HODs)
- Letter of Attestation
- Transcripts (Registrar)
- Certificate (Registrar)

The Institute provides services such as the issuance of Internship Letters, Introductory letters to banks, and an introductory letter for project work free of charge.

However, application fee applies to other services and it is recommended that students who wish to apply for any of these services should check and pay the relevant application fee before submitting their request form.

<b>S/N</b>	<b>Type of Request</b>	<b>Application Fee</b>
1	Letter of Attestation	10.00
2	Transcript	50.00
3	Authentication of Certificate(Per Copy)	10.00

4	Additional Copy of Authenticated Cert.	10.00
5	Letter of Introduction(Visa)	50.00
6	Letter of Introduction(Express)	100.00
7	General Letters of Introduction	10.00
8	Statement of Results	10.00
9	Recommendation Letter(For School, Employment or Scholarship)	Free
10	Letters of Residence Permit	50.00
11	Internship Letters	Free
12	Renewal of Residence Permit	50.00
13	Introductory Letters to Banks	Free
14	Letter of Introduction (Project Work)	Free

**Prices are subject to change**

### **PROCEDURE FOR MAKING REQUESTS**

Students of DLIBT who wish to request any of these services are required to follow the steps below:

1. Collect Request/Clearance Form from the Front Desk at the main campus, Tema Community 10
2. Fill out the Request Form and, where applicable pay appropriate fees at the DLIBT Account Office
3. Attach the Pay in Slip to the filled request form and submit it at the Front Desk
4. The request will be ready for collection within 5 days
5. When ready, the Front Desk will contact you to come for it.