

Dated: January 03, 2007

From: Mr. Endale Shewangizaw  
Counsellor (Education)

To: All Ethiopian Students

Sub: Procedure for Reimbursement of expenses.

“Reimbursement Request Form” to be filled for your future reimbursement applications along with one covering request letter.

If you are applying for reimbursement of

- university tuition/registration fee you must attach ORIGINAL fee receipts.
- medical reimbursement you must attach all the ORIGINAL bills of medicines along with the Doctor’s prescription containing the names of the purchased medicines.
- laboratory test charges you must attach all the ORIGINAL bills along with the Doctor’s prescription for these tests and lab test reports.
- Reimbursement of residential permit extension fee you must attach ORIGINAL receipt in some regions or states of India you may have to submit the original receipts within the department, so you in that case you can sent the photocopy of the payment receipt attested and stamp by the concerned department as a proof of payment made by you.