Bandar Lampung, March 2020

To

Head of Visa Section the embassy of ............. (diisi dengan Negara yang dituju)

Dear Sir/Madam

We here certify that :

Name : ............... (Nama mahasiswa yang bersangkutan)

Pasport Number : ................. (Nomor paspor)

Expire Date : ................................ (berlaku sampai kapan paspor nya)

Is our student who will be travelling to .......... (Negara yang dituju) on.............. (tanggal keberangkatan ke Negara yang dituju) 2019. She/He (pilih salah satu) responsible for all expenses during trip and she/he (pilih salah satu) is guarantee that she/he (pilih salah satu) will return to Indonesia after the end of trip. Therefore, we would really appreciate if the ......... (Negara yang dituju) Embassy could grant a tourist visa for her/him.

Thank you for your kind.

Your Sincerely

Vice dean for student Affairs

Sri Sulastuti, S.H.,M.Hum.

NIP 196207271987032004

Carbon Copy:

1. Dean of the Faculty of Law as a report

2. The person concerned

3. Archives

**CONTOH SURAT PEMBUATAN VISA**

Bandar Lampung, March 2019

(bulannya menyesuaikan)

To

Head of Visa Section the embazy of Ukraine

Dear Sir/Madam

We here certify that :

Name : Salsabilla Qattrunnada Wijaya

Pasport Number : C1555492

Expire Date : 11 January 2024

Is our student who will be travelling to Ukraine on 15 July 2019. She responsible for all expenses during trip and she is guarantee that she will return to Indonesia after the end of trip. Therefore, we would really appreciate if the Ukraine Embazy could grant a tourist visa for her.

Thank you for your kind.

Your Sincerely,

Vice dean for student Affairs

Sri Sulastuti, S.H.,M.Hum.

NIP 196207271987032004

Carbon Copy:

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2. The person concerned

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