



Student's Requirements:

<p><u>Vietnam Office:</u> SAIGON GLOBAL HOLDINGS LTD Vita Vina Educ-Vietnam, 74 Hong Ha, Ward 2, Tan Binh District, HCMC Email: educ@sgh.co.ug / Tel: +84963204940 www.vitavina.com.vn / www.sgh.co.ug</p>		<p><u>Uganda Office:</u> SAIGON GLOBAL HOLDINGS LTD Plot 1001, Block 401, Bwebajja-Mid City Entebbe Airport, Road, -Uganda, East Africa Tel: +256 414 663 099 /+256772822538 Email: saigonglobalholdings@gmail.com</p> <p>File No:</p>			
Candidate's Name	Destination	Gender	Passport Nbr	DOB	Date

Scope of Service:

Sn	Particulars	Processing Time / cost
1	Application / Registration fees	One off / 50,000/=
2.	Academic Documents :	Normal processing
	Certified O level, by UNEB	One week / 50,000/=
	Certified A level, by UNEB	One week / 50,000/=
	Certified Degree certificate/ issuing University	One week / 20,000/=
3.	Certified O level, by MoFA	One week / 50,000/=
	Certified A level, by MoFA	One week / 50,000/=
	Certified Degree certificate/ MoFA	One week / 50,000/=
4)	Travel documents certification by Ministry of internal Affairs / Passport	One week / 50,000/=
5)	a) Interpol certificate of good conduct b) MoFA verification of Police letter	One week / 150,000/= One week / 50,000/=
6	a) Embassy verification and Notarization b) DHL fees / originals to sent to University.	\$15/ document \$200
6)	Complete Medical report as recommended by health officer	One week / 200,000/=
7)	a) TEFL/ TESOL Certificate b) English attestation from Degree awarding University	4weeks / 1,300,000/= One week / 150,000/=
8	Air ticket /	On client / student
9	Agency Fees 50% upon application 50% at visa issuance	\$1,000 or equivalent
10	Letter of Guarantor from sponsor / Guardian	On client
11	DHL fees	



Cost Benefit Analysis:

<ul style="list-style-type: none"> - Education / skill enhancement. - Accommodation is provided - Medical insurance - Meals provided, while at school - Training materials - Peaceful and social environment - Transport if residence is out of the school 	<p>Student Teacher of English language ; Earns a : net income \$1,000/month -Extra time is paid differently as per contract.</p>
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Bank details:

<p>Account Name : Saigon Global Holdings Ltd Branch : Oasis Mall Swift code: EQBLUGKA</p>	<p>Accounts UGX : 1036203350728 USD : 1036203350731</p>
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Prepared by

Approved by

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Manager Finance & Admin

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Director / Admissions