Sample of the Required Financial Aid Documents

HR letter – Private Sector

- If applying for Spring 2022, please submit the income document for the year 2020
- If applying for Fall 2022, please submit the income document for the year 2021
HR letter if Employed in the Banking Sector

Commercial International Bank
Head Office

Date: June 09, 2021

To The American University in Cairo (AUC)

The Commercial International Bank (Egypt) certifies that Ms. [Parent’s Name] joined the Bank on [Hiring Date] and is still employed to date.

She is holding the position of [Title/Position] and her gross annual income as of [Prior Year] is [Salary] EGP.

Basic Salary: [Salary] EGP
Total Allowances: [Salary] EGP
Bonus: [Salary] EGP
Profit Sharing: [Salary] EGP
Gross: [Salary] EGP
Less: [Salary] EGP
Social Insurance: [Salary] EGP
Taxes: [Salary] EGP
Repercussions COVID-19: [Salary] EGP
Total deductions: [Salary] EGP
Net: [Salary] EGP

This certificate was issued upon her request without any obligation on the Bank.

[HR Signature]
Certified Public Accountant (CPA) document for Private Business Owners and Private Clinics

- Balance sheets and tax income documents are not accepted
A recent monthly pension statement should be submitted. The document should not exceed six months from the issuance date. Alternatively, you can submit a bank statement stating the monthly pension received for the last six months.
Proof of Unemployment from the Social Insurance Office

- A recent proof of unemployment that does not exceed six months from the issuance date should be submitted. This document is mandatory even if the parent was never employed.
Loan(s) Statement

This document is submitted for bank loans, car loans, etc.
School Enrollment Letter for Sibling

- If applying for Spring 2022, please submit the enrollment letter with the tuition fees and bus fees (if any) for the academic year 2020-2021
- If applying for Fall 2022, please submit the enrollment letter with the tuition fees and bus fees (if any) for the academic year 2021-2022
University Enrollment Letter for Sibling

If applying for Spring 2022, please submit the enrollment letter with the tuition fees for the academic year 2020-2021

If applying for Fall 2022, please submit the enrollment letter with the tuition fees for the academic year 2021-2022
Parents’ Handwritten Declaration for Bank Savings/Certificates

**Declaration**

**STU ID**

**STU Name**

This is to certify that our family savings (money at the bank, cash, certificates) are as follows:

1. **Egyptian Currency (E)**

2. **USD**

*The annual interest generated by the above mentioned amount is*

Please note that the documents for the above mentioned statements are available.

**Name:**

**Signature:**

**Date:**

*Please also include liquid cash not saved in banks; if applicable.*
Parents’ Handwritten Declaration Confirming that there are no Savings

Declaration

Father’s Name

I, the father of

Student’s Name

Student ID #

hereby declare that I have no savings that generate any additional income.

Signature

28/8/2021

Mother’s Name

I, the mother of

Student’s Name

declare that I don’t have any savings in the bank.

Signature