

**Subject: Request to Open a File**

Dear Coordinator of the College Scholarship Unit,

Peace be upon you and the mercy of Allah and His blessings.

I am writing this letter to express my desire to apply for the opening of a file within the Scholarship department. This is essential to facilitate the completion of the necessary procedures for my academic scholarship.

Therefore, I kindly request your assistance in processing the file opening. I have enclosed the required documents for your reference:

- Personal Information Form.
- Curriculum Vitae (CV).
- Copy of my National ID.

Best regards,

Applicant

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Personal  
Photo

## Form Template

Full Name

Identity Data

Expiry Date	ID Type	ID Number
Place and date of birth	Sex	Nationality

Education

Job Title	Workplace	Specialization	Qualification

Address

Area	City	mobile number	Phone Number
Apartment Number	Building Number	Street	District

Social Media Addresses

If there is no social media account, please write (None).	Twitter
.If there is no social media account, please write (None)	Facebook
	E-mail Address

- Note: The Scholarship Administration emphasizes the necessity of filling out all the previous fields and complying with the form".