



## Office of Student Affairs

### Student Organizations Request for Contract

(If this form is not submitted in detail to OSA, the contract will not be processed)

#### **Student's Information:**

Student Organization: -----

Student's name: -----

SID: -----

National ID: -----

Tel: -----

Name of the event: -----

#### **Sponsor's Information :**

Sponsor's Official name -----

Company representative: -----

Position: -----

Tel: -----

Address: -----

Payment: -----

Check

In-kind

#### **Please attach the following:**

- A list of all proposed corporate/non-profit sponsors must be submitted / emailed to [studentaffairs@zewailcity.edu.eg](mailto:studentaffairs@zewailcity.edu.eg) for approval
- Benefit Package

#### **Notice:**

- 1- All contractual agreements will be issued after 48 working hours starting from submitting the sponsorship form.

#### **Office Use Only: Do not write in this box!**

Date Received:     /     /                      Time: -----

Approved By: -----

