

Text 4

The Registrar
Manchester University
Manchester M13 9PL
UK

Ali Yusuf
PO Box 9954
Town/City)
(Country)

5 May 1994

Dear Sirs

I have a BA in Physical Education from Zagazig University in Egypt and wish to complete my higher studies in your University for the degree of PhD if possible I would like to begin my studies in the Autumn term commencing 1 October 1995

I look forward to hearing from you soon.

Yours faithfully

Ali Yusuf

Text 5

Contract of Employment

On 4/6/1396 AH corresponding to 4/6/1976 a contract was concluded between

: First: The Ministry of Information, hereinafter referred to as the Ministry; Second: Mr.hereinafter referred to as the Contracted Party.

The two parties have agreed on the following

: Article One

The Contracted Party shall carry out the duties of Foreign Languages Assistant in the headquarters or branches of the Ministry.

These duties are:

- a). Translation from Arabic into English
- ; b). Translation from English into Arabic;
- c). Any other duties with which he is charged by the Ministry

. The Contracted Party shall undertake to fulfil meticulously, reliably and to the best of his ability the duties and responsibilities assigned to him.

Article two

This Contract shall be valid for a period of one year, commencing as of the date on which the Contracted Party leaves his home country for the Kingdom, provided that the period between departure from his country and his reporting for duty in accordance with the regulations of the Ministry does not exceed three days, or from the day the Contracted Party reports for duty in accordance with the regulations of the Ministry if he is residing in the country in which his post is and in which the contract was signed

. Article Three

The Ministry shall pay the Contracted Party a monthly salary of 2000 (two thousand) Saudi Riyals according to the Islamic calendar monthly in arrears, in addition to a monthly travel allowance of 200 (two hundred) Riyals

Text 6

In the Name of God the Compassionate the Merciful

Ministry of Informational
General Administration
Personnel, Archives and Identity Cards
(Country)

No
Date:
Enclosures

Certificate of Completion of Service

The Personnel Department in the Ministry of Information hereby certifies that it has entered into a contract with Mr. ..of Jordanian nationality for the first time commencing 3/6/1396 AH for the post of translator at scale seven to be employed in Riyadh Radio, in accordance with decision No. 1/6/13312 dated 9/6/1396 AH. Mr.has risen in salary scale and his contract has been renewed, with his last salary being 3,816 Riyals (three thousand eight hundred and sixteen). His contract was terminated at his own request and in accordance with decision No. 1/6/24244 dated 6/10/1405 AH as of 4/2/1406 AH. This certificate has been given to him at his request

. Done on 18/12/1405 AH

Head of Archives and Identity Cards:
Head of Salaries and Expenses
: Acting Personnel Officer:

Ratification:

Undersecretary of State for Administration

Text 7

Adam Abd Allah Talal
Dept. of English Language
and Literature
University of.....
(Town/City)
(Country)
3 April 1994

The Registrar
Liverpool University
P.O. Box 147
Liverpool L369 BX
U.K

Dear Sir

I was extremely delighted to receive your reply concerning my wish to pursue higher studies in your University. I am pleased to return to you my completed application form together with a Curriculum Vitae of my academic and work experience.

I hope that you will consent to register me for higher studies beginning in the Autumn term 1994. Please send your acceptance to the above address so that I will be able to apply in good time to the British Embassy in..... for the necessary entry visa.

Yours faithfully

Text 8

Certificate of Deposition in Trust

..... the undersigned, from the city of..... Registration No. Identity Card No. date of issue..... hereby confirm and acknowledge that I have received from Mr. I a sum of..... (in numbers) (in words)..... only, which he has deposited with me in trust, and that I am prepared to return this to him whenever he so instructs without any delay, and that if I delay in returning the deposition in trust I shall abuse the trust and shall thereby submit myself to the provisions of Article 656 and the subsequent penalty laws and shall forfeit my right to any claim or objection. I have a fixed abode to which may be forwarded all the judicial and executory documents

. Giving due notice of the fact and the truth, and being of full legal competence, I have signed this certificate in due form. Any disagreement between me and the depositor shall be considered by the duly appointed courts.

Date: //19

: Witness

Name Signature:

