

Student Documents Request Form

Instructions: Student needs to fill this form clearly and submit to the Student Administration Office as any error can delay the process. All requests will be processed in 5 working days.

Personal Details

Given Name: _____ Family Name: _____

Student Id: _____ Date of Birth: _____

Address: _____ Mobile: _____

Current Course Details

Course Name: _____

Records Required

- Confirmation of Enrolment
- Letter of Completion (Including Partial Completion)
- Academic Results (Including Partial Results)
- Testamur / Certificate
- Invitation Letter: Visitor Details

Name: _____ Relation: _____ Passport No: _____

- Others (Specify) _____

Student Signature: _____ Date: _____

Office use only

Fees and units updated: _____

Database updated: _____

Processed by: _____ Date: _____

Receiving Confirmation

I hereby declare that I have received the above requested document.

Student Signature: _____ Date: _____

Staff Name: _____ Signature: _____

V 1.0 April 2017