

Student Request Form

Personal Details			
Student Full Name:		Student ID:	
Date of Birth:		Current Phone no:	
Email Id:			
Current Address:			
Course Code and Course Name:			
Service requested TYPE OF REQUEST:			
I would like to request for: ☐ Testamur ☐ Statement of Attainment ☐ Letter of Academic Progress ☐ Letter of Tuition Fee Paid ☐ Letter of Invitation ☐ Record of Results ☐ Completion letter ☐ Re-Issue of Certificates and transcript* ☐ Others; please specify			
* The cost for re-issuing the Qualification Certificate/transcript/Statement of Attainment is \$50.			
Note: Certificates will be available for collection within 30 calendar days from the date the request form is received.			
Student Signature:		Date:	
OFFICE USE ONLY			
Received by:			
Academic Department Approval Name:		Sign and date	
Application Processed By: Name:		Sign and date	
Application Checked By: Name:		Sign and date	
Finance Department Approval Name:		Sign and date	
Comments (If any):			