Student Records 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: Production of the certificate will be available for collection within 30 calendar days of receipt of the request form.

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):