



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 | ☐ Record of Results |
| ☐ Statement of Attainment | ☐ Completion letter |
| ☐ Letter of Academic Progress | ☐ Re-Issue of Certificates and transcript* |
| ☐ Letter of Tuition Fee Paid | ☐ Others; please specify |
| ☐ Letter of Invitation | |

* 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:	
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Office Use only

Received by:

Academic Department Approval		Sign and date	
Name:			
Application Processed By:		Sign and date	
Name:			
Application Checked By:		Sign and date	
Name:			
Finance Department Approval		Sign and date	
Name:			

Comments (If any):