



Student Request Form

Personal Details:

* Please note that all requests will be processed in 14 working days.

Family Name: _____		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Given Name: _____		Date of Birth: _____	
Student ID No: _____	Group: _____	Mobile: _____	
Email: _____			
I would like to request:			
<input type="checkbox"/> Record of results	<input type="checkbox"/> Visitors Invitation letter		
<input type="checkbox"/> Testamur	<input type="checkbox"/> 51% Completion letter		
<input type="checkbox"/> Course Completion letter	<input type="checkbox"/> Personal Records		
<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Others (please specify)		
Course:			
Student Signature: _____		Date: _____	
Office Use Only			
Received By: _____		Date: _____	
Staff signature: _____			
Department Check List			
<input type="checkbox"/> Student has paid the full course fee.			
<input type="checkbox"/> Student has completed units of competency			
Receiving Details			
I hereby declare that I have received the requested documents.			
Student Signature: _____		Date: _____	
Issuing Staff Signature: _____		Date: _____	