

## DOCUMENT REQUEST FORM

### STUDENT DETAILS

First name:	_____	Family Name:	_____
Student ID:	_____	DOB:	_____
Course Enrolled:	_____	Commencement Date:	_____
Postal Address:	_____		
Contact Number:	_____	E-mail:	_____

### REQUEST FOR ACADEMIC DOCUMENTATION

#### Administrative Fees and Charges

Interim academic transcript \$20

Re-issuance of final documents \$50

Re-issuance of statement of attainment \$20

### PLEASE TICK THE LETTER/DOCUMENT YOU REQUESTED

- |  |                               |                             |
|--|-------------------------------|-----------------------------|
| <input type="checkbox"/> Transcript                | <input type="radio"/> Interim | <input type="radio"/> Final |
| <input type="checkbox"/> Statement of Attainment   |                               |                             |
| <input type="checkbox"/> Confirmation of Enrolment |                               |                             |
| <input type="checkbox"/> Attendance Letter         |                               |                             |
| <input type="checkbox"/> Completion Letter         |                               |                             |
| <input type="checkbox"/> Certificate               |                               |                             |

*Note: Interim documents will take at least 1 week processing time.*

*Final documents and Certificate will take at least 4 weeks processing time.*

Student's Signature:

Date: