

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: _____