

**REQUEST FOR ACADEMIC DOCUMENTATION
 ADMINISTRATIVE FEES AND CHARGES**

Interim Academic Transcript	\$20
Re-issuance of final documents	\$100
Re-issuance of statement of attainment	\$100

STUDENT DETAILS

First Name	<input type="text"/>	Date Of Birth	<input type="text"/>
Middle Name	<input type="text"/>	Passport Number	<input type="text"/>
Last Name	<input type="text"/>	Visa Type	<input type="text"/>
Student ID	<input type="text"/>	E-mail	<input type="text"/>
Intake Date	<input type="text"/>	Contact Number	<input type="text"/>
Course Enrolled	<input type="text"/>		
Address	<input type="text"/>		

REQUESTED DOCUMENT/S

Please tick the letter / document you requested.

- Transcript
- Statement of Attainment
- Confirmation of Enrolment
- Attendance Letter
- Completion Letter
- Certificate
- Interim
- Final

DECLARATION

I am aware that:
 Interim documents will take at least 1 week of processing time.
 Final Documents and Certificate will take at least 4 weeks of processing time.
 Administrative fees and charges may be applicable.

Student's Signature Here.

 Date: