



Student Records Request Form

Personal Details					
Student Full Name:		Student ID:			
Gender:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	Date of Birth:			
Email Id:		Current Phone no:			
Current Address:					
Course Code and Course Name:					
Service requested TYPE OF REQUEST:					
<p>I would like to request for:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="radio"/> Testamur <input type="radio"/> Statement of Attainment <input type="radio"/> Letter of Academic Progress <input type="radio"/> Letter of Tuition Fee Paid <input type="radio"/> Letter of Invitation </td> <td style="width: 50%; vertical-align: top;"> <input type="radio"/> Record of Results <input type="radio"/> Completion letter <input type="radio"/> Re-Issue of Certificates and transcript* <input type="radio"/> Others; please specify </td> </tr> </table>				<input type="radio"/> Testamur <input type="radio"/> Statement of Attainment <input type="radio"/> Letter of Academic Progress <input type="radio"/> Letter of Tuition Fee Paid <input type="radio"/> Letter of Invitation	<input type="radio"/> Record of Results <input type="radio"/> Completion letter <input type="radio"/> Re-Issue of Certificates and transcript* <input type="radio"/> Others; please specify
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* The cost for re-issuing the Qualification Certificate/transcript/Statement of Attainment is \$100.					
Note: Production of the certificate will be available for collection within 30 calendar days of receipt of the request form.					
Student Signature:		Date:			
Office Use only					
Received by:					
Academic Department Approval		Sign and date			
Name:					
Application Processed By:		Sign and date			
Name:					



Application Checked By: Name:		Sign and date	
Finance Department Approval Name:		Sign and date	
Comments:			