



## Student Request Form

**Personal Details:**

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

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