



## Document Request Form

### Student Details:

<b>Student Name:</b>	
<b>Student ID:</b>	<b>Date of Birth:</b>
<b>Phone:</b>	<b>USI:</b>
<b>Email:</b>	<b>Address:</b>
<b>Course:</b>	<b>Completion Date:</b>

### I wish to request for:

- Study Letter
- Certificate
- Completion Letter
- Statement of Attainment
- Holiday Letter
- Transcript\*
- Tuition Fee Receipt / Invoice

### NOTE:

\*Interim transcript: \$50per page, Re-issue: \$20 per page.

All the documents will be processed up to 5 working days after the submission of this form. (If you are our current student, please make sure you have paid the tuition one term in advance).

### Urgent Applications:

- Same working day pick up (enquiry received before 12 pm)  
Priority processing fee: \$40 per page
- Next working day pick up (enquiry received before 12 pm)  
Priority processing fee: \$20 per page



**Student Declaration**

I, \_\_\_\_\_, declare all information I have given on this form is correct and complete. I have read, understand, and accept the Terms & Conditions and agree to be bound by them.

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

**For office use only:**

Received by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Checklist:

- Processing Fee
- Tuition Fee
- Result
- USI

Is the application approved?  Yes  No

If "No", please list reasons: \_\_\_\_\_

Decided by: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_