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## **Documents Request Form**

Please ensure to fill this form correctly and pay all outstanding tuition fees. Incorrect or incomplete forms will result in delays or rejections.

Title: Mr / Ms / Miss / Mrs	Student Number:	
Student Name (Print):		
Phone:	Email:	Date:
Qualification Code:	Qualification Name:	
Course Start Date:	Course End Date:	
Please tick which documents you want:		
☐ Attendance Certificate ☐ Statement of Attainment ☐ Academic Transcript		
<ul> <li>(All outstanding fee instalments must be paid before requesting these document) *</li> </ul>		
<ul> <li>(Extra fees might be incurred for requesting document)</li> </ul>		
☐ Confirmation of Enrolment ☐ Completion letter ☐ Application for Permission to Work		
☐ Release Letter (for transfer to another education provider)		
(attach copy of offer letter) (College name)		
☐ Withdraw or Terminate the enrolled course (DHA will be informed) ☐ Holiday Letter ☐ Verification Letter		
Why do you require documents (e.g. To extend my visa / I have finished my course.)?		
SignatureDate		
Office use only		
•		
Received By: Signature	:Date Receive	ed:
APPROVED/NOT APPROVED BY:		
Action Takon	annatura.	Data
Action Taken: Signature Si	gnature:[	Date: