

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 <u>(All outstanding fee instalments must be paid before requesting these document) *</u> <u>(Extra fees might be incurred for requesting document)</u> ☐ Academic Progress Record ☐ Confirmation of Enrolment ☐ Completion letter ☐ 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			
Why do you require documents (e.g. To extend my visa / I have finished my course.)? _____ _____			
Signature _____ Date _____			
Office use only			
Received By: _____ Signature: _____ Date Received: _____			
APPROVED/NOT APPROVED BY:			
Action Taken: _____ Signature: _____ Date: _____			