



Document Request Form

Instructions for the Student: Complete the following section and submit the form to Student Administration

Student Name		Student ID	
Current Course		Date of Birth	
Documents Requested	<input type="checkbox"/>	Statement of Attainment	<input type="checkbox"/> Certificate
	<input type="checkbox"/>	Completion Letter	<input type="checkbox"/> Letter of Enrolment
	<input type="checkbox"/>	Course Progress Letter	<input type="checkbox"/> Others

Course/ Qualification to which document(s) relate		Start Date
		End Date

Declaration

☐

I declare that the information provided by me is, to the best of my knowledge, true and correct.

Student Signature

Student name

Date:

Office use only (Please ensure that the following requirements are met for each of the document)

FEE Clearance

Accounts
Signature

Date:

Academic Manager's
Clearance

Date:

Admin Manager's
Clearance

Date:

Database
Management System
Entry

Date:

Supporting
Documents Provided
by the Student

☐

YES

☐

NR

☐

NO

Date:

Award Certificate

☐

Certificate and Record of Results

☐

Statement of Attainment



ONLY the CEO can issue qualifications. Once checked, please submit this form to the CEO

CEO's Approval	Certificate Number	
	Signature	
	Date Issued	

Student and Admin to Complete (at the time of Collection)

Acknowledgement	Received	<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Certificate
		<input type="checkbox"/> Completion Letter	<input type="checkbox"/> Letter of Enrolment
Student Signature			Date:
Admin Signature			Date: