

## Student Records Request Form

<b>Personal Details</b>			
<b>Student Full Name:</b>		<b>Student ID:</b>	
<b>Date of Birth:</b>		<b>Current Phone no:</b>	
<b>Email Id:</b>			
<b>Current Address:</b>			
<b>Course Code and Course Name:</b>			
<b>Service requested TYPE OF REQUEST:</b>			
<b>I would like to request for:</b> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <input type="radio"/> Testamur  <input type="radio"/> Statement of Attainment  <input type="radio"/> Letter of Academic Progress  <input type="radio"/> Letter of Tuition Fee Paid  <input type="radio"/> Letter of Invitation </div> <div style="width: 50%;"> <input type="radio"/> Record of Results  <input type="radio"/> Completion letter  <input type="radio"/> Re-Issue of Certificates and transcript*  <input type="radio"/> Others; please specify </div> </div>			
* The cost for re-issuing the Qualification Certificate/transcript/Statement of Attainment is \$150.			
<b>Note:</b> Production of the certificate will be available for collection within 30 calendar days of receipt of the request form.			
<b>Student Signature:</b>		<b>Date:</b>	
<b>Office Use only</b>			
<b>Received by:</b>			
<b>Academic Department Approval</b>		<b>Sign and date</b>	
<b>Name:</b>			
<b>Application Processed By</b>		<b>Sign and date</b>	
<b>Name:</b>			
<b>Application Checked By</b>		<b>Sign and date</b>	
<b>Name:</b>			
<b>Finance Department Approval</b>		<b>Sign and date</b>	
<b>Name:</b>			
<b>Comments (If any):</b>			