

Student Record Request Form

Personal Details					
Student Full Name:		Student ID:			
Gender:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	Date of Birth:			
Email Id:		Phone no:			
Address:					
Course Code and Course Name:					
Service Requested					
<p>I would like to request for:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <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 </td> <td style="width: 50%; vertical-align: top;"> <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. </td> </tr> </table>				<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	<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.
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<p>*Re-Issue of Certificates and transcript: Please specify the reason:</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>					
<p>Note: Production of the certificate will be available for collection within 30 calendar days of receipt of the request form.</p>					
Student Signature:		Date:			
OFFICE USE ONLY					
Student's fees up-to-date	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Received by:					
Application Processed By: Name:		Sign and date			
Application Checked By: Name:		Sign and date			
Academic Department Approval Name:		Sign and date			

Finance Department Approval Name:		Sign and date	
Comments (If any):			