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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

- ***(All outstanding fee instalments must be paid before requesting these document)*** *
- ***(Extra fees might be incurred for requesting document)***

❒ 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.)?

_____

_____

Signature ..... Date.....

Office use only

Received By: _____ Signature: _____ Date Received: _____

APPROVED/NOT APPROVED BY:

Action Taken: _____ Signature: _____ Date:_____

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