

Document Request Form

Details		
Student Name:		
Student No:	Email:	
Current Course:		
Type of Request:		
<input type="checkbox"/> Attendance	<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Class / Timetable
<input type="checkbox"/> Student ID	<input type="checkbox"/> Course Progress	<input type="checkbox"/> Sponsorship/Visa Letter
<input type="checkbox"/> Logbook Letter	<input type="checkbox"/> Enrolment in next course	<input type="checkbox"/> Other (Please write in comments)
Comments:		
<hr/> Student signature		<hr/> Date / /
<i>Note: Please make sure that time for processing your request is 48-72 hours depending upon the type of request.</i>		

Office use only		
Comments:		
<hr/> Name of person responding to enquiry		<hr/> Signature
		<hr/> Date / /