



Miscellaneous Request Form

International Student

This form is used by students who wish to make requests regarding academic matters. This includes their academic transcripts, confirmation of Enrolments (CoE), completion letters, holiday leaves, statement of attainments, payment arrangements etc. The notice requires a minimum of seven (7) working days before consideration.

Student Details			
Given Name		Surname	
Student ID		Email	
USI Number		Mobile Number	
Couse Name			

Appointment Request			
Reason for Request:	<hr/> <hr/> <hr/> <hr/>		
Date		Time	

Documentation Request		
Reason for Request:		
Requested Document(s):	<input type="checkbox"/> Academic Transcripts <input type="checkbox"/> Confirmation Letter <input type="checkbox"/> Student Card <input type="checkbox"/> Letter of Completion <input type="checkbox"/> Release Letter <input type="checkbox"/> Certificate Award	<input type="checkbox"/> Others (_____)
*There might be fees and charges for each documentation. Please check Student Handbook for relevant policy.		

Student Signature _____

Date _____

OFFICE USE ONLY

Name:		Date of Approval/Refusal:	
Position:		Signature:	
Reason for refusal (if applicable):			