

Student request form

Student ID:	Name:	
Mobile:	Email:	Date:
Type of Request:	<input type="checkbox"/> Course Progress Letter <input type="checkbox"/> Holiday Letter <input type="checkbox"/> Completion Letter <input type="checkbox"/> Attendance Letter <input type="checkbox"/> Term Result <input type="checkbox"/> Leave Application (under 2 weeks and subject to submission of supporting documentation and approval by Academic Manager) <input type="checkbox"/> Others (Please Specify) _____	
Letter Addressed to:		
Detail of Request:		
Supporting Documentation Attached:		
Student's Signature:		
Office Use Only		
Action taken:		
Academic Manager's Signature		
SSO's signature:		