



### Student Request Form HEFOR17

<b>SECTION A: Student Details</b>		
Given Name:		Surname:
SCEI-HE Student ID No.:		USI No.:
Mobile No.:	Email Address:	
Course Name:		
<b>SECTION B: Required Document</b>		
<input type="checkbox"/> Confirmation of Studies Letter <input type="checkbox"/> Testamur <input type="checkbox"/> 50% Course Progress Letter <input type="checkbox"/> Placement Completion Letter <input type="checkbox"/> Confirmation of Holiday Letter <input type="checkbox"/> Completion Letter <input type="checkbox"/> Statement of Results <input type="checkbox"/> Academic Transcripts <input type="checkbox"/> Invitation Letter <input type="checkbox"/> Attached certified proof of relationship(s). Full Name of Invitee and Relationship: _____ Full Name of Invitee and Relationship: _____ <input type="checkbox"/> Others (please specify): _____		
<b>Reissue Required Document (fees apply)</b>		
<input type="checkbox"/> Reissue Placement Completion Letter <input type="checkbox"/> Reissue Testamur <input type="checkbox"/> Reissue Academic Transcripts <input type="checkbox"/> Reissue Student ID Card <input type="checkbox"/> Reissue Completion Letter <input type="checkbox"/> Reissue Statement of Results		
<b>SECTION C: Student Declaration</b>		
<i>(You must attach supporting evidence for any 'URGENT' matter to be considered)</i>		
<input type="checkbox"/> I understand that the information on this form is collected for the primary purpose of processing the document request. <input type="checkbox"/> I understand and accept that the processing time for all letters will take up to <b>5 working days</b> and all other documents will take up to <b>10 working days</b> .		
Student Signature:		Date:
<b>SECTION D: Office Use Only</b>		
<input type="checkbox"/> All sections completed		<input type="checkbox"/> Supporting documents <input type="checkbox"/> Signature obtained
Outstanding fees: <input type="checkbox"/> No <input type="checkbox"/> Yes (Amount: _____ )		
Staff Name:	Staff Signature:	Date: