

REQUEST FOR OFFICIAL LETTER FORM

INSTRUCTION

1. Student is required to complete this form (where applicable). Only completed form will be processed.
2. Completed form must be submitted to Admission and Student Records Department.
3. Student may collect the official letter at Admission and Student Records Department.

FULL NAME as in IC (CAPITAL LETTER)																					
PROGRAMME													CURRENT SEMESTER								
MATRIC NO											IC NO										
POSTAL ADDRESS																					
POSTCODE						TOWN								STATE							
CONTACT DETAILS	HANDPHONE																				
	HOUSE																				
	OFFICE																				
E - MAIL																					

TYPE OF LETTER *Please tick (✓) where applicable*

LETTER OF COMPLETION

*please choose one

☐

STUDENT CONFIRMATION STATUS

☐

OTHERS (please specify) : _____

REQUEST

D	D	M	M	Y	Y	Y	Y
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DATE

COLLECTION *Please tick (✓) where applicable*

☐ By Hand

☐ By Post

☐ Authorized Representative

* Representative's Name _____ I/C No. : _____

Signature

Date

FOR OFFICE USE (ASR)

Checked & Verified by : _____

Date