

**Instructions for the Student:** Complete the following section and submit the form to Student Administration.

### SECTION 1: STUDENT DETAILS

Student Name:

Student ID:

Course:

Date Requested: / /

Documents Requested:

Statement of Attainment	Certificate
Completion Letter	Letter of Enrolment
Release Letter	Academic Record

Other:

**ADMIN USE ONLY** (Please ensure that the following requirements are met for each of the document)

**FEE Clearance:**

Accounts Signature:

Date: / /

**Academic Manager's Clearance:**

Signature:

Date: / /

**Admin Manager's Clearance:**

Signature:

Date: / /

**Award Certificate:**

Certificate and Record of Results

Statement of Attainment

**ONLY THE CEO CAN ISSUE QUALIFICATIONS. ONCE CHECKED, PLEASE SUBMIT THIS FORM TO THE CEO**

**CEO's Approval:**

Certificate Number:

Signature:

Date Issued: / /

### STUDENT AND ADMIN TO COMPLETE (at the time of Collection)

#### Acknowledgement

Received:

Statement of Attainment

Certificate

Completion Letter

Letter of Enrolment

Student Signature:

Date: / /

Admin Signature:

Date: / /