

REQUEST FOR DOCUMENT

Please complete the form & submit it to our Student Services Office

SECTION A		
Student's Name (as in NRIC / Student Pass):		Student ID No.:
Course/s:		Course Commencement Date:
Study Mode: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Contact No.:	Email Address:

This Request For:

- a) Letter certifying my enrolment with SMA IHL
- b) Letter reflecting my academic progress - proprietary programmes only
- c) Letter certifying my successful completion of course - proprietary programmes only
- d) Letter from SMA-SOM requesting deferment for my NS In-Camp Training
- Others (please state): _____

NOTE:

- Request/Processing of any letter other than the above (a) to (d) **MUST** be approved by SMA IHL's Management.
- Content in the letters (a) to (d) are pre-approved by SMA IHL. Any modification or customization to the letter **MUST** be approved by SMA IHL's Management before processing.

Reason/s for Request:

Supporting Document/s Attached (if any):

I understand that this request will be considered solely on the basis of the information above and the supporting document/s attached.

Student's Signature: _____

Date: _____

We will process your request within 7 working days.

Any request that requires processing or respond from external parties (e.g. university partners, government authorities, etc.) will take at least 14 working days.

FOR OFFICIAL USE ONLY

SECTION B		
Request Received & Verified By: (Name & Signature)	Request Approved By: (Name & Signature)	Document Processed By: (Name & Signature)
Remarks (if any):		

SECTION C

Acknowledgement of Document Received

Student's Signature: _____

Date: _____

Document Issued By: _____

Remarks (if any):

(Name & Signature)

Please return this Form to the Student Services for filing when process is completed

SMA IHL/SS/Request for Document_v02_20100407