

DOCUMENT REQUEST FORM

Name of Student: _____
 Course Title: _____
 Course Start Date: _____
 Course End Date: _____

Requested document (please tick)

- Certificate of Enrolment (Student Status Letter) Testimonial
 Provisional Transcript Other (please specify) _____

Document Type	Applicable to	Request period	Processing Time	
			Current students	Non-current students
Student Status Letter	All students	Any time within or after period of enrolment	3 working days	7 working days
Provisional Transcript	Higher Learning programmes	Any time within of after period of enrolment	3 working days	7 working days
Testimonial	Prep course for O/A Level Exam Higher Learning programmes	At least 2 months before course completion	Upon course completion	NA

Once the requested document is ready,

Please inform the student at Local Tel No. _____ or his/her email address _____.

Collection of certificate/letter (please tick)

- The student will collect the original personally from SSTC.
 Please send the softcopy to the student's email address above.
 Student authorizes the following person to collect the original on his/her behalf.

Name of the Authorized Person _____ (Mr/Ms)

Passport/NRIC Number _____ Tel No. _____

Name & Signature of Student/Parent/Guardian*

Date

*Please delete where applicable

For Official Use		
Issue Date	Issued By	Signature

Name & Signature of Recipient

Date