

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 Others (Please specify) _____

Document Type	Applicable to	Request period	Processing Time	
			Current students	Non-current students
Certificate of Enrolment (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 or after period of enrolment	3 working days	7 working days
Testimonial	Prep for O/A Level, Higher Learning, International Academy	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 _____.

Collect 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 authorises the following person to collect the original on his/her behalf

Name of Authorized Person : (Mr/Ms) _____

Passport/NRIC Number : _____ Tel No. _____

SSTC Institute recognises its obligations under the Personal Data Protection Act 2012 (PDPA), which include the collection, use and disclosure of personal data for the purpose for which an individual has given consent to.

By submitting this Document Request Form, I hereby give my acknowledgement and consent to SSTC Institute to disclose my personal data (Eg. Date of Birth, Passport/NRIC Number) in the requested document.

 Name & Signature of Student/Parent/Guardian*

 Date

*Please delete where applicable

For Official Use		
Issue Date	Issued By	Signature

 Name & Signature of Recipient

 Date