

## REQUEST FORM

**NOTE:** Your request will be processed within **3** working days upon submission of this form.

SECTION A: Request Details			
Name of Student:		Class:	
Email Address:		Mobile No:	
SECTION B: Type of Letter Required			
<p>Please tick ✓ the appropriate box:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Certificate of Study</li> <li><input type="checkbox"/> Open Bank Account</li> <li><input type="checkbox"/> Reprint of Progress Report (charges may apply)</li> <li><input type="checkbox"/> Notification Letter to ICA on Loss of Student Pass</li> </ul>			
SECTION C: For Official Use only			
Date received:	Collection Date:		