



Document Request Form

Student Details – REQUEST WILL NOT BE PROCESSED IF ALL REQUIRED DETAILS ARE NOT PROVIDED

Family Name : _____ Student ID : _____
 Given Name : _____ Course Enrolled : _____
 Email Address : _____ Contact No. : _____

Documentation Requested – Tick the documentation requested and indicate the number of copies required

	Tick box	No. of Copies	Processing Time
Letter of Enrolment States that you are currently enrolled as a student at ICMS. It contains information on: <ul style="list-style-type: none"> Enrolled course Attendance level Expected date of completion First copy is free of charge. Any request thereafter is charged at \$7/copy 	<input type="checkbox"/>	<input type="text"/>	1 week
Letter of Enrolment (for Norwegian & Swedish students) States that you are currently enrolled as a student at ICMS. It contains information on: <ul style="list-style-type: none"> Enrolled course Attendance level Expected date of completion College fees Academic term system at ICMS Additional requested information, such as Industry Training First copy is free of charge. Any request thereafter is charged at \$7/copy 	<input type="checkbox"/>	<input type="text"/>	1 week
	CSN		
	<input type="checkbox"/>	<input type="text"/>	1 week
	LNK		
Letter of Completion <ul style="list-style-type: none"> Only for students who have completed their course. States that the student has successfully completed the course. First copy is free of charge. Any request thereafter is charged at \$7/copy 	<input type="checkbox"/>	<input type="text"/>	1 week
Student Visa Extension Attach a copy of your passport and student visa label.	<input type="checkbox"/>	<input type="text"/>	1 week
Syllabi / Course Description This is the same as Scheme of Work. Contains information on: <ul style="list-style-type: none"> Learning outcomes/objectives Week-by-week topics covered Assessments There is a charge of \$1 per page.	<input type="checkbox"/>	<input type="text"/>	1 week
Please list the subjects you require:			
<input type="text"/>			
Forwarding Instructions <input type="checkbox"/> Mail to your postal address	<input type="checkbox"/> Email – will be sent to ICMS email address <input type="checkbox"/> Collect from Student Services		
<input type="text"/>			

Student Signature & Date : _____

Processing time is approximate only and may be longer during peak times.