



# LETTER REQUEST APPLICATION FORM

## REQUESTOR DETAILS

Family Name : ..... Course : English / Diploma / Bachelor / Master  
 Given Name : ..... Contact no. : .....  
 Student ID no. .... Email Address : .....

## TYPE OF LETTER

(Please tick (✓) the relevant box, provide supporting documents where possible and indicate the purpose of request)

- Certification letter (Indicates details such as the current course, commencement and expected completion date)
- Certified True Copy of Academic E-Record
- Course Completion letter
- National Service / Reservist Deferment letter (attach MINDEF documents to support)
- Visa Application letter (Please indicate travel dates, destination of travel, and passport number)
- Others (type of letter required) : .....

Purpose of request : .....

## TERMS AND CONDITIONS

- This form must be duly completed before submission.
- Supporting documents must be attached (where applicable).
- All letter requests are subject to approval.
- Depending on the nature of the request, the letter will be ready for collection at Student Central within 3 – 5 working days from the submission date, unless otherwise informed.
- Curtin Singapore reserves the right to amend the Terms and Conditions at any point of time without prior notice.

**I declare that the above information provided on this form is correct and that I have understood the Terms and Conditions stated above.**

Requestor's Signature : ..... Submission Date : .....

## STAFF PROCESSING (Please tick (✓) the relevant box and indicate accordingly)

Verified via  Student Management System  Portal  S1  
 Others (Please indicate) : .....

Remarks (if any) : .....

Processed by (staff's name) : ..... Staff's signature : .....

Staff's designation : ..... Date : .....

## APPLICATION APPROVAL (Please tick (✓) the relevant box and indicate accordingly)

Is request approved?  Yes  No

Remarks (if any) : .....

Approved by (staff's name) : ..... Staff's signature : .....

Staff's designation : ..... Date : .....

### PRIVACY STATEMENT

At Curtin Singapore, the privacy of our students, staff and the people we deal with is very important to us. Much of the information that the University collects in order to provide the services that it does, is personal information.