

DOCUMENT REQUEST FORM

First Name
Last Name
Date
Current Class Student number (see your ID card)
Mobile
Email
<p>I would like to request the following form(s):</p> <p><input type="checkbox"/> Certificate Request: General English (Please write level: _____)</p> <p><input type="checkbox"/> Certificate Request: EAP</p> <p><input type="checkbox"/> Holiday Confirmation Letter</p> <p><input type="checkbox"/> Confirmation of Enrolment Letter</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Other: _____</p>
Student Declaration
<p>I declare that the information supplied on this form is correct and complete. I authorise East Coast College to update my student record where applicable with the information on this form. I understand the above request will be processed within 10 working days and will be emailed or handed to me.</p> <p>A copy of my passport has been attached to this form for identity verification.</p> <p>Student signature: _____ Date: / /</p>