

INTERNATIONAL DIVISION DOCUMENT REQUISITION FORM



Curtin University

Malaysia

STUDENTS ARE TO COMPLETE AND PROCEED WITH PAYMENT BEFORE SUBMITTING THIS FORM

IMPORTANT INFORMATION

Processing Time:

All successfully submitted requests will take **three (3) working days** after payment is made.

Identification/Personal Details:

Upon request and collection of documents, all students are required to present a legitimate form of personal identification (e.g. valid student ID/passport) that clearly displays the name, signature and photo of the requester.

Personal Details

Full Name (as per passport)

Passport No

Nationality

Postal Address

Student ID

Course

Phone No

Email

Type of Document (please mark "X" in the boxes)

Student Status Letter

Foundation Completion Letter

New Bank Account Letter

Release Letter

Letter of Offer

CGPA Letter

Others (please specify)

Note: A minimum payment of RM10.00 will be charged per copy or type of document requested

For office use only

Cashier Office

Payment Received By

Receipt No

Date

Student Acknowledgment (to be filled upon collection of document)

Student Signature

Date Received