

## REQUEST FOR TESTAMURS AND STATEMENT OF ATTAINMENT

Request for:  Course Completion Letter       Transcripts  
 Course Completion Certificate       Statement of Attainment

<b>Personal Details</b>	<b>Student Name:</b>		
	<b>Student ID:</b>		
<b>Home Address</b>			
	<b>Post Code:</b>		
<b>Contact Details</b>	<b>Mobile:</b>		
	<b>Home Phone:</b>		
	<b>Email:</b>		
<b>Course Details</b>			
<input type="checkbox"/> I will collect the document(s) from VIT <input type="checkbox"/> Please mail me the document(s) to the above Home Address			
<b>Student Signature:</b>		<b>Date:</b>	
<b>Office Use Only</b>			
<b>Date Received:</b>		<b>Received By:</b>	
<b>Course Completed</b>	<b>Yes / No</b>	<b>PRISMS Updated:</b>	<b>Yes / No</b>
<b>Date Processed:</b>		<b>Processed By:</b>	
<b>Date of Correspondence sent to Student:</b>		<b>Sent By:</b>	