FYIT
SINGAPORE

STUDENT REQUEST FORM

V10.01.01SRF

STUDENT TO COMPLETE:

Student Name: (Full Name in English/Chinese)	FYIT Student Number:	Date of Request:
Gender*: Nationality:	NRIC:	
Degree / Higher Diploma / English Level *	Tel/HP No.:	

Nature of Request (use only one form for one request, pls tick one only):

- ☐ Request for Final Transcript
- ☐ Request for Interim Report Card
- ☐ Loss & Re-application of Student Pass
- ☐ Request to Repeat a Module/Level
- ☐ Request for Letter of Confirmation of Study
- ☐ Request for Student Counselling
- ☐ Request for Appeal of Results
- ☐ Request for Change of Class Schedule
- ☐ Others (Pls state_____)

Reason for Request:

_____
Student Signature

FOR SCHOOL USE ONLY:

Request Approved / Not Approved *

Reason for non-approval:

Approved by:

[***Insert Approving Authority Designation Here***]

Signature: _____

Date: _____

*** Delete as appropriate**