

East Asia Institute of Management

CPE Registration No: 200101029C (20-05-2018 to 19-05-2022)

STUDENT REQUEST FORM

- ❖ Please complete the form clearly especially those marked with (*) and attached supporting documents, where applicable
- ❖ Please allow a minimum turn-around time of 3 working days for all requests received. (Excluding Saturdays, Sundays and Public Holidays)
- ❖ Some requests, upon approval being granted, may require the payment of prescribed fees (eg. Exam re-sit fees, change of course fee)

PARTICULARS (Please provide details as appropriate. Fields marked with * is compulsory to fill up)

Name: _____ (*) EASB Student ID: _____ (*)

Contact No.: _____ (*) Email: _____ (*)

TYPE OF REQUEST (Please tick where necessary)

- Letter of Enrolment
- Letter of Completion
- Lost / Replacement of EASB Student Card (*FIN NO.: _____)
- Lost of Student Pass
- Student Pass Renewal (To complete ICA For 16 & V36, if necessary)
- Re-sit ETEDPT Exam on _____ (date)
- Exemption of module / programme _____
- Change of Course / Class from _____ to _____
- Deferment of Study from _____ (date) to _____ (date)
- Others _____ (please specify)

I certify that all information provided by me in this request (with attachment/s, as applicable) is complete, true and correct. I fully understand that the School will not be held responsible for any delays or inconvenience resulting from incomplete, errors and/or omissions of the details in the Student Request Form. I shall accept the decision of the School as final and to abide by the instructions thereof following this request.

Student's Signature: _____

Date: _____

FOR OFFICIAL USE ONLY

Received by SSC: _____ Date: _____

Name & Signature of HOD: _____ Date: _____

Comments (if any): _____

Status: Interviewed Approved Rejected Closed / Resolved

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