



Official Letter Request

Letter Type

Visa	Passport	N.I.B.	Immigration	Other:
------	----------	--------	-------------	--------

Student Status

Currently Enrolled Complete section A	Graduated Complete section B	Withdrawn Complete section C
---	--	--

A – Current Student

First Name:	Date of Birth: Day _____ Month _____ Year _____
Middle Name:	Current Grade:
Last Name:	Month & Year of enrolment Month _____ Year _____

B - Graduated

First Name:	Date of Birth: Day _____ Month _____ Year _____
Middle Name:	Year Graduated:
Last Name:	Month & Year of enrolment Month _____ Year _____

C – Withdrawn

First Name:	Date of Birth: Day _____ Month _____ Year _____
Middle Name:	Year Withdrawn:
Last Name:	Month & Year of enrolment Month _____ Year _____

Contact Information

Phone No.
Alternate No.
E-mail:

Fees

	Current Student (72Hrs)	FREE
	Graduated/Withdrawn (72Hrs)	\$10.00
	Rush (24hrs) Additional	\$10.00

FOR OFFICE USE ONLY – To be completed by Long Bay Staff

Required documents on file

Request Received by		Payment Received	Initials _____	Receipt Number: _____	Birth Certificate Health Records N.I. Card Passport Transcripts
Date Received	DD ____ MM ____ YY ____	Letter Completed by:	Initials _____	Notes:	