



DOCUMENT REQUEST FORM (DRF) 2026

STUDENT DETAILS

Last Name: _____ First Name: _____

AUM ID (if applicable): _____ or Passport / ID: _____

Phone No: _____ Email: _____

Program of Study: _____ Date of Birth: _____

TYPE OF DOCUMENT REQUESTED

- Transcript
- Attendance Report
- Admission Letter
- Enrolment Letter
- Housing Contract
- Other: _____

SEMESTER FOR DOCUMENT REQUESTED

Spring 2026 Summer2026 Fall 26

Student Signature: _____

Date: _____

FINANCE DEPARTMENT APPROVAL

Finance Representative Name Signature Date.

OFFICE OF STUDENT AFFAIRS APPROVAL

OSA Representative Name Signature Date

REGISTRAR APPROVAL

Registrar Representative Name Signature Date

Last reviewed by the Director of Student Affairs January 2026