

Request Form

(for Course Completion Letter/ Attendance letter/ Transcript/ NZQA Certificate/ ICNZ Certificate/Others)

Note: Students who wish to obtain their course completion letter/ attendance letter/ transcript/ NZQA certificate/ ICNZ certificate must fill this form.

Instructions

- Course Completion Letter/ Attendance letter/ Transcript/ NZQA Certificate/ ICNZ Certificate may be requested by submitting the completed ICNZ-ADM83 form.
- Student can submit the form in person or by emailing or via mail to Imperial College of New Zealand, PO Box 6950, Wellesley Street, Auckland City New Zealand.
- Course Completion Letter/ Academic Transcript/ NZQA Certificate/ ICNZ Certificate applications generally take up to 14 working days to process
- Attendance letters applications generally take up to 2 working days to process
- Any outstanding fees or fines may be cleared from the student record before the request is processed
- Graduates* must make a deposit of \$50.00 for the graduation ceremony (Note: \$25.00 will be refunded after graduate attends the ceremony. Failure to attend the ceremony means there is NO refund)
- *Graduates means Students who will leave ICNZ after completion
- Submit this completed form at reception
- Once your request is processed, student support staff will inform you

Personal Details			
Student ID		Student Name	
Date of Birth		Mobile Number	
Email			
Address			
Programme Details			
Course Name			
Course intake	(Month)	(Year)	
Request Detail			
Please provide details of your request:			
Student Signature		Date	

For office use only

This form must include all the signatures from concerned staff to be accepted by Imperial College of New Zealand.

Students Academic Records (To be filled by Academic Manager. This section is NA in case of attendance letter request)		
Confirmation of completion:		
Comments (if any):		
Academic Manager	<i>Signature</i>	Date

Students Administration Records (All appropriate columns need to be filled)		
Completion Confirmation (if applicable)		
Attendance Confirmation (if applicable)		
Student Course Start Date		
Student Course Completion Date		
Comments (if any):		
Details of actions to student's request:		
Student Services Officer	<i>Signature</i>	Date