



## INTERNATIONAL OFFICE

**REQUEST FORM FOR MISCELLANEOUS LETTERS**

## Personal Details

<b>Name</b>			
<b>Passport No.</b>		<b>Student ID</b>	
<b>Country</b>		<b>Email Address</b>	
<b>Visa Expiry Date</b>		<b>Contact No.</b>	

<b>Please tick ✓</b>	<b>Type of Letters</b>	
	<b>CONFIRMATION LETTER</b>	Please specify your request: _____ _____ _____
	<b>TRAVELLING LETTER</b>	A) Traveling date: _____ _____ B) Country name: _____ _____ C) Address to: _____ _____ _____
	<b>OTHERS</b>	Please specify your request: _____ _____ _____

**Declaration & Acknowledgement**

I acknowledge and confirm that all information and documents provided by me is true and correct. I hereby consent to UNITEN to collect, process, record, store and/or disclose my personal data in accordance to the mentioned above purposes.

**Applicant's Signature:****Date:**

Letters will be ready in **3 working days**. IO will email to student once the letter is ready.