

# East Asia Institute of Management

## STUDENT REQUEST FORM

**Note:**

- Please complete the Form clearly and attach supporting documents, where applicable.
- Please allow a minimum turn-around time of **3 working days** for all requests received. (Excluding Saturday & Sunday)
- Some requests, upon approval being granted, may require the payment of prescribed fees (e.g. exam re-sit fee, re-module fee).

### PARTICULARS (Please provide full details below)

Name :	_____	Gender :	Male / Female		
FIN No. / NRIC :	_____	Pass Expiry :	_____	Date of Birth :	_____
Student ID :	_____	University No :	_____		
Contact Number :	_____	Email :	_____		
Course :	_____	Class :	_____		
I confirm that the above particulars provided herein are true & accurate and agree that it may be used for updating of my personal records with the school.					

### TYPE OF REQUEST (Please Tick Where Necessary)

<input type="checkbox"/> Letter of enrolment to certify as a student of EASB	<input type="checkbox"/> Request for transcript
<input type="checkbox"/> Student Pass Renewal	<input type="checkbox"/> Lost of Student Pass
<input type="checkbox"/> Cancellation of Student Pass	<input type="checkbox"/> Replacement of EASB Student Card
<input type="checkbox"/> Renew EASB Student Card	<input type="checkbox"/> Application to repeat ETEDP Level 3
<input type="checkbox"/> Request for change of class or course : Original class/ course _____ transfer to _____	
<input type="checkbox"/> Type of Leave (please tick one) : <input type="checkbox"/> Medical leave <input type="checkbox"/> Compassionate leave	
Reasons : _____	
<input type="checkbox"/> Request to meet up with _____ Date : _____ (please indicate)	
<input type="checkbox"/> Deferment of examination (applicable only to Herriot Watt MBA students only) Module : _____ Defer till : _____	
<input type="checkbox"/> Application for examination (applicable only to Herriot Watt MBA students only)	
<input type="checkbox"/> Request for extension of assignment submission deadline (applicable to 3 <sup>rd</sup> year and MBA students only)	
Extended date of submission : _____ (please submit documentary proof)	
Reasons : _____	
<input type="checkbox"/> Others : _____	

*I agree to submit my original student pass to the school for verification and processing my request. I undertake to return the signed certified true copy of student pass letter to the school once the student pass is/are returned to me. I further agree to abide by the prevailing rules and regulations of the school.*

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICIAL USE ONLY

Received by :	_____	Date :	_____
Processed by :	_____	Date :	_____
Status :	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Processed <input type="checkbox"/> Pending		
Student notified of results on _____ (date) through <u>email/ phone call</u> .			

