



Student Request Form

Student Name:	Student I.D:
Course Name:	Course Code:
Email:	Contact Number:

WHAT IS BEING REQUESTED:

- Term Break Letter
- Study Evidence Letter
- Re-issue of ID card
- Invitation Letter (please provide the information below)

If your request is not listed above, please write it down:

1) Invitee's Name: _____ DOB: _____

Address: _____

Passport Number: _____

Relationship: _____

2) Invitee's Name: _____ DOB: _____

Address: _____

Passport Number: _____

Relationship: _____

EIE will process above request within seven (7) working days.

Student Signature: _____ Date: _____

Office Use Only

- Request Granted Request Not Granted Not Applicable

Request Processed by _____ Signature _____ Date _____