



STAFFORD SRI LANKAN SCHOOL DOHA

Request Form – Students

Student's Full Name:			
Admission No.:		Joining Date:	
Date of Birth:		Nationality:	
Last Year Class:		Present Class:	
Student's QID No.:		Student's Passport No.:	
Parent's Full Name:		Parent's Contact No:	
E-mail Address*:			

Request Type:

<input type="checkbox"/> Vacancy Letter	<input type="checkbox"/> Student Confirmation
<input type="checkbox"/> Letter for Embassy	<input type="checkbox"/> School Fees Confirmation Letter
<input type="checkbox"/> Certified True Copy of the Result	<input type="checkbox"/> Predicted Result
<input type="checkbox"/> Other	

Purpose of the Request / Other:

Note:

1. Attach a copy of the valid QID and Passport of your child.
2. Kindly mention as to whom we should address the request letter/s.
3. You must submit the originals if you require certified true copies.
4. Kindly submit a specific format if same is available with you.
5. Kindly note that the process will take a minimum of 5 working days.
6. All the outstanding fees (Tuition fee, transportation etc.) must be settled prior to releasing of requested documents.

Signature (Parent/Guardian):

Date:

OFFICE USE ONLY:

Remarks:

APPROVAL:			
Account	Manager	Vice Principal	Principal
Date:	Date:	Date:	Date: