

COMPLETION LETTER REQUEST

A completion letter can only be provided when Programme Committee has formally approved and notified SEIC that a student has successfully completed all the academic requirements for their programme of study.

SECTION ONE – PERSONAL DETAILS

1.1 Student ID

1.2 First Name(s)

1.3 Surname or Family Name

1.4 Date of Birth

1.5 Telephone

1.6 Visa Details
If you require a completion letter to renew your visa what date does your current visa runs out?

1.7

SECTION TWO - PROGRAMME DETAILS

2.1 Programme of Study

2.2 Date Completed

SECTION THREE – COLLECTING YOUR LETTER

Please let us know how you would like to receive your Completion Letter – please ensure your contact details are kept up-to-date at all times

- 3.1 By Post Your letter will be sent to the mailing address we have recorded for you
- 3.2 By Email Your letter will be emailed to the email address we have recorded for you
- 3.3 Pick up Your letter can be picked up from the Enrolment Centre at the City or Rotokauri Campus - please let us know which you would prefer
City Campus Rotokauri Campus

Please return your completed form to the Student Enrolment and Information Centre - the form can also be emailed to academicservices@wintec.ac.nz or mailed to SEIC, Wintec, Private Bag 3036, Waikato Mail Centre, Hamilton 3240

OFFICIAL USE ONLY

Date received

Date issued