

# 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

First name(s):

Last name:

Student ID number:

Date of birth:

Mobile:

Telephone:

Email:

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

## SECTION TWO - Programme Details

Programme of Study:

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

By Post - Your letter will be sent to the mailing address we have recorded for you

By Email - Your letter will be emailed to the email address we have recorded for you

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](mailto:academicservices@wintec.ac.nz) or mailed to SEIC, Wintec, Private Bag 3036, Waikato Mail Centre, Hamilton 3240

### OFFICIAL USE ONLY

Date received:

Date issued: