



Request for Letter of Release

File no.

This form is for a request for the approval of a Letter of Release (for International Students only). Students are advised to refer to both the [Glossary of Terms](#) and to read the relevant section in the [Handbook](#) before completing this form.

Given Name		Family Name	
S.I.D.		Course of Study	
Contact No.		Email (@icms..)	
Reason/s for Applying for Release Letter:			

Student ID card collected by ICMS staff

For all requests, you must have progressed through the following chain of command as appropriate.
Signed and approved by:

Program Coordinator (name): _____

Head of School (name): _____

Supporting documents attached:

Offer of a place of study from another institution
Name of Institution: _____ Course of Study: _____

Expected Commencement: ____/____/____

Documentary Evidence to support my application

Completed a minimum period of 6 month's study of a Bachelor degree or higher

Student Signature: _____ Date: _____

[STUDENT ADMINISTRATION USE ONLY]

Approved Denied Date: _____ COS Number: _____
 Avantis Staff Advised Notified Student/Comments added to Avantis PRISM

Time/Date Received: Received by: