

## Statement of Academic Completion Request Form

**Important Instructions:**

1. The letter will only be processed after **ALL** results had been officially published. It will take approximately 5 working days (excluding weekends) for processing upon the official publication of your results.
2. An email will only be sent to your JCU email account once the letter is ready for collection.
3. All outstanding payments with the University must be cleared before submitting the Statement of Academic Completion Request Form. Your forms will not be processed if you have outstanding payments due to the University.
4. Do submit your Graduation Application to apply for Graduation. No action will be taken with respect to your Graduation, if the Graduation Application is not submitted. You may submit your Graduation Application through this link (<https://www.jcu.edu.sg/graduation>).
5. Fill in the details and sign the form electronically. After which, please email the completed form to [exams-singapore@jcu.edu.au](mailto:exams-singapore@jcu.edu.au) for processing. No hardcopies form will be accepted and processed.

1. Personal Details	
Student's Name (as per passport or NRIC) :	
JCU 8-digit Student Number :	
Contact No. :	
Course title :	
Major(s) ( <i>if applicable</i> ) :	
Mode of study :	

2. Declaration	
<p>I declare that the information provided is true and accurate to the best of my knowledge and that I have not wilfully suppressed any information. I understand that information contained for enrolment and administrative purposes, and that some information may be released for administrative purposes. Personal information will not be passed onto any external bodies without prior authorisation unless a valid legal request has been made.</p>	
Student's signature: <div style="border: 1px solid black; height: 80px; width: 90%; margin-top: 5px;"></div>	Date (dd/mm/yyyy): <div style="border: 1px solid black; height: 80px; width: 90%; margin-top: 5px;"></div>