

## COURSE COMPLETION CERTIFICATE REQUEST FORM

Please use this form if you need proof of course completion.

### 1. STUDENT DETAILS

Student ID Number:

Student Name:

Student Email:

### 2. COURSE DETAILS

Course Name & Level:

Course Duration:

Course End Date:

### 3. STUDENT SIGNATURE:

**DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

### 4. SUBMISSION OF FORM

Please submit the completed form using one of the options below:

Email: [support@smei.nsw.edu.au](mailto:support@smei.nsw.edu.au)

In-person: Sydney Metropolitan English Institute (SMEI)

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Sydney, NSW 2000