



**CHARLES TELFAIR**  
I N S T I T U T E

**TESTIMONIAL REQUEST FORM**

<b>SURNAME</b>	
<b>FIRST NAMES</b>	
<b>TELEPHONE NO.</b>	(HOME) (CELL) (OFFICE)
<b>EMAIL ADDRESS</b>	
<b>COURSE ENROLLED</b>	
<b>CURTIN ID/TAFE ID</b>	
<b>Clearly state PURPOSE of testimonial:</b>  _____  _____  _____	
<b>State clearly to whom should the testimonial be addressed to:</b>	
<b>NAME</b>	
<b>DESIGNATION</b>	
<b>ADDRESS</b>	
<b>DATE WHEN TESTIMONIAL IS REQUIRED</b> <i>Please allow at least 5 working days for our Staff to prepare the testimonial.</i>	
<b>STUDENT DECLARATION:</b> I, the undersigned, understand that I have to collect my testimonial at the Student Services Counter, First Floor. I also understand that I shall receive the testimonial at least five full working days after the date requested.	
<b>STUDENT'S SIGNATURE</b>	_____
<b>DATE</b>	_____
<b>FOR OFFICE USE ONLY</b>	
<b>APPROVED AND PROCESSED BY</b>	
<b>DATE</b>	

**DOCUMENT FEES**

The following **document fees** will be charged with effect from **9 January 2012** :

<b>Purpose</b>	<b>Fees (Rs.)</b>
Application for Loan	150 (1 <sup>st</sup> letter free)
Application for Visa (Holidays)	300
Application for Internship	300
Application for Job	300 (If still a student)
Application for Sponsorship	150 (1 <sup>st</sup> letter free)
Application for University abroad	300
Application for Visa to enter Mauritius	Free (International Students)
Extension of Visa	Free (International Students)
Letter confirming enrolment	150
Letter confirming course completion	150 (1 <sup>st</sup> letter free)
Letter to attend Interview	300
Letter requesting release from work	150
Letter to MRA for Tax purposes	Free
Letter attesting work as a Volunteer for CTI	300 (1 <sup>st</sup> letter free)
Testimonial letter	150
Duplicate copies of the above (each)	50
Others (not specified above)	<b>Please contact Academic Desk</b>

Registrar Finance

09-Jan-12