

**TEMPLATE: Letter to Explain the Reason Why You Are Unable to Submit the Documents**

\*Fill in the all boxes below.

\*Submit this letter in each unable document.

# Letter to Explain the Reason Why You Are Unable to Submit the Documents

<b>Name in Full</b>	
<b>Gender</b>	
<b>Date of Birth</b>	

I, 

(Name in Full)
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, can not submit below

(Check the one of following)

<input checked="" type="checkbox"/>	<b>Document</b>
<input type="checkbox"/>	<b>Academic transcript</b>
<input type="checkbox"/>	<b>Certificate of results of university entrance qualification examinations and other standardized tests</b>
<input type="checkbox"/>	<b>English proficiency test score</b>

**in time for the deadline of 2012 AO September Entry, because**

(Specify the reason)

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**Student's Signature:** \_\_\_\_\_