

## STUDENT REQUEST FORM

This form is used by students who wish to make a request for their academic transcripts, CoE, letter of completion etc. A minimum of two (2) working days' notice is required.

Please submit this form in person to Student Services.

### STUDENT DETAILS

Surname:	First name:
Course:	Email:
Student ID:	DOB:
Phone (Home):	Phone (Mobile):
Address:	

### RECORDS REQUIRED

- Letter of Completion       CoE (International Students Only)
- Statement of Attainment (AUD\$50.00 fee applies for re-issuing of statement of attainment)
- Letter of Release (International Students Only) Student must also complete and attach an International Transfer Request Form
- Academic Transcript (AUD\$50.00 fee applies for re-issuing an official document)
- Testamur / Certificate (AUD\$50.00 fee applies for re-issuing an official document)
- Change in Schedule (AUD\$200.00 fee applies for changing classes)
- Other (please specify): \_\_\_\_\_

Students Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Received By (Staff): \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY

Accounts Clearance:                      Approved                       Not Approved

Comments: \_\_\_\_\_

Academic Clearance:                      Approved                       Not Approved

Comments: \_\_\_\_\_

Administration Clearance:                      Approved                       Not Approved

Comments: \_\_\_\_\_

#### Receiving Details

I hereby declare that I have received the requested documents.

Student Signature: \_\_\_\_\_

Issuing Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_