



## Document Request Form

Student Details			
Student ID		Passport No.	
Student 's Name		Date of Birth:	
Information in Australia			
Address			
Contact No:		Email Address	
Course Enrolled		Intake Date	
Documents required (Please circle or specify)			
	Completion letter	<p>A payment of AUD\$20 might be required for the issuing of official academic transcript. Special Note: Please allow 5 working days for the document to be prepared for you.</p> <p><b>Student's Signature:</b></p> <p><b>Date:</b></p>	
	Official certificate		
	Official transcript*		
	Attendance letter		
	Reference letter		
	Enrolment Certificate		
	Other letters (please specify)		
For Office Use Only			
Received by:	(Officer's Signature)		Date
Was a fee involved?			Yes No
Paid by the student?			Yes No
Approved?			Yes No
Reason:			
Was the student notified of the outcome by letter or e-mail?			Yes No
Were the documents put in the file of the student?			Yes No
Recorded request on the Institute database?			Yes No
Notified DIAC Via PRISMS?	N/A	Yes	No
Signature			Date
Comments:			