AUSTRALIAN PROFESSIONAL EDUCATION INSTITUTE

Australian Professional Education Institute Pty Ltd

trading as Australian Professional Education Institute

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Document Request Form

Student Details							
Student ID				Passport No.			
Student 's Na	ame			Date of Birth:			
Information	in Australia						
Address							
Contact No:		Email Address					
Course Enrolled				Intake Date			
Documents required (Please circle or specify)							
	Completion letter						
	Official certificate			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.			
	Official transcript*						
	Attendance letter						
	Reference letter						
	Enrolment Certificate			Student's Signature:			
Other letters (please specify)			Date:				
For Office Use Only							
-			(Officer's Signature)	Date			
Was a fee inv			(Officer 3 digitature)			Yes	No
Paid by the student?						Yes	No
Approved?						Yes	No
						1	1
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:							