

## Access to Records Request Form - International Students

Student Name			
Student ID			
Contact No.		Email	
Address			

I wish to request access to the following records:

How would you like to access these records?

Copy posted to me (fee applicable)

View the records in person

### Proof of Identity

We require you to provide proof of your identity as the student named above.

I am providing the following as evidence (choose 1):

Passport

Birth certificate

Driver's license

Birth certificate

I have provided this as:

Original shown to staff member

Certified copy of original

RTO (indicate): Sighted/Photographed Original/Copy received	
Staff Initial:	Date:

Signed	
Student Name	
Date	

**Please forward this completed form to our office on the details below.**