

Student Document Request Form - International Students

1. Student Details

Student Name			
Student ID			
Address			
Email Address			
Contact No.			
Course			
Course Start Date		Course End Date	

2. Request Details

Re-Issue of Enrolment Letter (AUD 50.00 fee applies)

Final Certificate and Transcript

Statement of Attainment (AUD 80.00 fee applies)

CoE Extension Letter (AUD 100.00 fee applies)

Interim Transcript (AUD 80.00 fee applies)

Leave Request

% Completion Letter (AUD 80.00 fee applies)

Course Progress Letter (AUD 80.00 fee applies)

Attendance letter (AUD 80.00 fee applies)

Re-Issue of Final Certificate/Statement of
Attainment (AUD 80.00 fee applies)

Other (Please Explain):

3. Request Reason

Student Signature	
Signed:	
Student Name:	
Date:	

Please Note:

· All requests will take approximately 7 working days from the day of submission to be processed

Office Use Only

Student Document Request		Approved	Not Approved
Checklists	Notified Student	SMS updated	
Comments:			
Approved/Rejected By:			
Staff Name:		Position:	
Signature:		Date:	