

Student Request Form

**Please note that all requests will be processed in 14 working days.*

Personal Details		
Family Name:		
Given Name:	Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:	Postcode:	
Student ID:	Date of Birth:	
Email address:	Mobile number:	
Course Code and Name:		
USI number:		

Request Details:												
<p>I would like to request:</p> <table border="0"> <tr> <td><input type="checkbox"/> Statement of Attainment</td> <td><input type="checkbox"/> Enrolment Verification Letter</td> </tr> <tr> <td><input type="checkbox"/> Testamur</td> <td><input type="checkbox"/> Course Completion Letter</td> </tr> <tr> <td><input type="checkbox"/> Record of Results</td> <td><input type="checkbox"/> Confirmation of Study Letter</td> </tr> <tr> <td><input type="checkbox"/> Confirmation of Non-Teaching Period Letter</td> <td><input type="checkbox"/> Visitor Invitation Letter</td> </tr> <tr> <td><input type="checkbox"/> Other (please specify):</td> <td></td> </tr> <tr> <td colspan="2">_____</td> </tr> </table> <p>Student Signature: _____ Date: _____</p>	<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Enrolment Verification Letter	<input type="checkbox"/> Testamur	<input type="checkbox"/> Course Completion Letter	<input type="checkbox"/> Record of Results	<input type="checkbox"/> Confirmation of Study Letter	<input type="checkbox"/> Confirmation of Non-Teaching Period Letter	<input type="checkbox"/> Visitor Invitation Letter	<input type="checkbox"/> Other (please specify):		_____	
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<input type="checkbox"/> Other (please specify):												

Office Use Only:
Received by:
Staff member signature:

Office Checklist:
<input type="checkbox"/> The student has paid the course fee in full
<input type="checkbox"/> Student has completed all units of competency

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Student confirmation:

I hereby declare that I have received the requested documents.

Student signature:

Issuing staff member signature:

Date: