



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:		
I would like to request:		
<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):		

Student Signature: _____		Date: _____
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		
Student confirmation:		
I hereby declare that I have received the requested documents.		
Student signature: _____		Date: _____
Issuing staff member signature: _____		Date: _____