



ACADEMIC RECORD REQUEST FORM

PERSONAL DETAILS

Student Number:	
Given Name:	
Family Name:	
Email Address:	
Mobile:	
Address:	

DOCUMENT REQUIRED

(Please place a tick next to your selection and reason below)

<input type="checkbox"/> Statement of attainment	<input type="checkbox"/> Confirmation of enrolment letter	<input type="checkbox"/> Certificate and Final Academic Transcript	<input type="checkbox"/> Holiday letter
<input type="checkbox"/> Reissue student card- \$20	<input type="checkbox"/> Reissue of Qualification/Transcript-\$50	<input type="checkbox"/> Completion letter	<input type="checkbox"/> Other _____

I would like to obtain copies of my documents by:

Collect them personally from Campus

Email (*Not available for formal qualifications)

Registered Post or Overseas Postage AUD\$25.00 Posted to the address listed on this form.

Reason for letter and/or reissue of qualification/transcript:

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PLEASE ALLOW UP TO 5 WORKING DAYS FOR PROCESSING OF DOCUMENTS AND LETTERS. FOR CERTIFICATES AND TRANSCRIPTS, PLEASE ALLOW UP TO 10 WORKING DAYS AFTER YOUR FINAL RESULTS APPEAR ON MOODLE ACCOUNT/SMMS.

Note: All fees, including tuition must be up-to-date for requests to be processed. Australian International College will notify Department of Education – DHA and the Department of Industry about student’s course completion

I declare that all documentation and/or information provided in this form is genuine and correct, and belongs to me.

Student Signature: _____ Date: _____

OFFICE USE ONLY

Academic Manager Checked	<input type="checkbox"/> Completed <input type="checkbox"/> Not Completed <input type="checkbox"/> Partial Completed		
Academic Manager signature:			Date:
Outstanding Fees Checked:	<input type="checkbox"/> Yes <input type="checkbox"/> No By: _____		
Amount Paid:	\$ _____	Receipt No: _____	
Student’s File Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No By: _____		
Prisms Updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No By: _____		
Comment:			



Australian International College Pty Ltd
(Trading as: Australian International College)
ABN No: 17 122 041 267

RTO No: **41215**: CRICOS Provider Code: **03456K**

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