



REQUESTFORM

- Please fill it in using CAPITAL/BLOCK LETTERS and tick (✓) relevant option

Personal Details			
Student ID:			
Student Name:		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth:	/ /	USI Number:	
Course Name & Code:			

Contact Details			
Mobile:		Email Address:	
Address:			
		Post Code:	

- I would like to apply for: tick (✓) relevant option

<input type="checkbox"/> Qualification Certificate <input type="checkbox"/> Record of Results <input type="checkbox"/> Statement of Attainment <input type="checkbox"/> Course Completion Letter <input type="checkbox"/> Fee Summary Report <input type="checkbox"/> Certificate of Attendance <input type="checkbox"/> Health Cover Request <input type="checkbox"/> Student Card AUD \$20.00 fee (Re-issue) <input type="checkbox"/> Current CoE <input type="checkbox"/> Extension of COE International Students - New COE End Date: / / <input type="checkbox"/> Extension of Course Domestic Students - New Course End Date: / / <input type="checkbox"/> Confirmation of Studies Letter <input type="checkbox"/> Graduation Certificate - AUD \$50.00 fee(re-issue) Please attach receipt <input type="checkbox"/> Transcript / Report-AUD \$25.00 fee(Re-issue) <input type="checkbox"/> Other (Please Specify) _____ Reason: _____ _____ _____	
Student Signature:	Date: / /
The College will respond to your request within 10 working days.	

