

DOCUMENT REQUEST FORM

This document is to be completed by the student when requesting a letter or a re-issue of a transcript as outlined below from Australasia International School (AIS). Please print clearly, completing all fields and submit this form to Student Services. The document requested will be emailed to the student and originals can be collected by the student.

First name		
Family name		
Address		Suburb
		Post code
Phone No		Email
Student ID		Start date End date
Course Code		
Course Name		

Please tick which document you require:

- ☐ Certificate or Statement of Attainment (If re-issue fees may apply)
- ☐ Completion Letter (If re-issue fees may apply)
- ☐ Statement of Attainment
- ☐ Confirmation of Enrolment letter (confirms the course, start and end dates of your enrolment)
- ☐ Interim Transcript
- ☐ Release letter (confirms the student is no longer at AIS)
- ☐ Other (please specify)

Student Declaration	
I declare that the information on this form is true and correct. I authorise the Australasia International School to update my student record with the information on this form. I understand that it may take up to 10 working days to process. A copy of my passport has been attached for identity verification.	
Student signature	Date

VET Academic Manager use:	
Name:	Sign:
Processed by:	Date:
Admin Officer use:	
Fees Paid if applicable: YES ☐ NO ☐	Letter sent:
Processed by:	Date: