



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.

Student ID No. AIS: _____

First name:	Family name:	
Address:	Suburb/Post code:	
Phone No:	Email:	
Unit Code/ Course Name:	Start date: / /	End date: / /

Please tick which document you require:

- Request for Statement of Attainment only for HLTAID003 Provide First Aid
- Re-issue of Confirmation of Enrolment letter (confirms the course, start and end dates of your enrolment)
- Confirmation of completed units of study letter (for student's work requirements only)
- Release letter (confirms the student is no longer at AIS)
- Re-issue of a Qualification or Statement of Attainment (fees may apply)
- Grading Letter
- Other (please specify)

Student Declaration
I declare that the information supplied on this form is correct and complete. I authorise Australasia International School to update my student record where applicable with the information on this form. I understand the above request will be processed within 10 working days and will be emailed or handed to me.
A copy of my passport has been attached to this form 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: / /