

Request for Re-issue of Documents

Part A: Personal Details

Student Name:

Student ID

Phone:

Mobile:

Email:

Part B. Document Details

Document(s)

<input type="checkbox"/>	Student ID AUD 10
<input type="checkbox"/>	Certificate AUD 50 (.....Course and Course Code.....)
<input type="checkbox"/>	Transcript AUD 50 (.....Course and Course Code.....)
<input type="checkbox"/>	Course completion letter Free (.....Course and Course Code.....)
<input type="checkbox"/>	Written Agreement Free
<input type="checkbox"/>	Other: (Depends upon the document)

If other, State clearly the type of document

Additional
Comments

Student Signature

Date

Office Use Only

1. Student Services

Verified Passport Name

Original certificate number
and date

Informed student

- In person
- By Phone
- Via SMS
- By Email
- By Post

Student Received

Amount Paid

Yes | No

Date:

Important Note: After receiving the required information. Please allow 10 working days for processing this application