



REQUEST FOR OFFICIAL DOCUMENTS FORM

No documents will be issued if there are outstanding financial payments due to Australian Institute of Higher Education. Official documents may take up to five (5) business days to be produced. Please return this form to Student Services (studentservices@aih.nsw.edu.au).

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND KEEP A COPY.

PERSONAL DETAILS

Title: Mr Ms Other (please specify)	
Family name:	
First name(s):	Male Female
Date of birth (dd/mm/yy):	
Student ID:	
Phone (home/mobile):	
Email:	
Full address:	
City:	Post code:
State:	Country:
Course:	
Applicant Signature	Date

DOCUMENTS REQUIRED

Continuing students	Graduating students
Official interim transcript (1 copy for A\$10)	Documents will not be issued until up to 6 weeks after final results released
Holiday Reference letter (1 copy for free)	Official transcript (1 copy, no charge)
Other:	Official testamur (1 copy, no charge)
	Letter of completion (1 copy, no charge)
Request for replacement documents (Alumni only) Replacement documents can be provided within five (5) business days under the following conditions: Letters of Completion (please complete this form and submit - no cost) Official Transcripts (please complete this form with payment of A \$10 for 1 copy) Replacement Testamur (1 copy for A\$100) - a statutory declarations required for lost or damaged documents Other:	

OPTIONS

Please select the relevant options.

<p>I will pick up the documents:</p> <p>Personally</p> <p>An authorised person will pick these documents for me (Documents will not be given to a third party unless they have a letter of authority - ID must be presented upon collections)</p> <p>Authorised representative name:</p>
<p>I would like the documents to be mailed to me (Graduating students ONLY). (Please complete the mailing address section on this page. Documents will be sent by registered mail within Australia free of charge. Postage to overseas locations require payment of A\$15 fee)</p>

OFFICE USE ONLY

(Prior to issuing any documents completed the checklist below)

Payment taken	No outstanding payments due	Documents ready for collection/ posting	Documents issued noted in Diary
Check for outstanding library resources	Confirmed student entitled to documents		
Comments	Received By:	Date:	