



Student Records Request Form

Section 1: Student Details			
Student Full Name:		Student ID:	
Gender:	☐ Male ☐ Female ☐ Others	Date of Birth:	
Email Id:		Phone no:	
Course Code and Course Name:			
Course Start Date:		Course End Date:	
Section 2: Request Details (Student Use)			
Tick the record/document requested			
☐ Testamur ☐ Statement of Attainment ☐ Completion letter ☐ Record of Results ☐ Letter of Academic Progress			
☐ Enrolment Confirmation Letter ☐ Letter of Invitation ☐ Re-Issue of Certificates and transcript* ☐ Letter of Tuition Fee Paid ☐ Others; please specify			
Note: All AQF certification documentation including Qualifications (Testamurs and Transcripts) and Statements of Attainment (SOA) is issued within 30 calendar days of course completion, in accordance with Standards for RTOs 2025 Clause 1.11. This form is for students requesting later access, duplicate copies, or additional records. The timing of this request does not affect the original issuance timeframe.			
Student Signature:		Date: Requested	
Section 3: Request Received By (Office Use Only)			
Staff Name:	Sign:	Date:	
Request Type:			
Initial Request: ☐ YES ☐ No If Yes, go to part B			
Record Re-Issued: ☐ YES ☐ No if Yes, * The cost for re-issuing the Qualification Certificate/transcript/Statement of Attainment is \$100 for each document.			
Has re-issuance fee paid: ☐ YES ☐ No If Yes, attach payment receipt.			
Note: - All AQF certification documentation (qualification/testamur, transcript, SOA) must be issued within 30 calendar days of the student's course completion in line with Standards for RTOs 2025 (Clause 1.11) and the AQF Issuance Policy. - This request form applies to student-initiated requests (e.g., later access, duplicates, re-issues, additional records). - Students retain the right to lodge a complaint or appeal if they believe documentation has not been issued correctly, as per the Feedback, Complaints & Appeals Policy (National Code 2018, Standard 10).			
Section 4: Document Collection Section (to be completed at the time of collection)			
Collection Method: ☐ Collected in Person ☐ Emailed			
Student Name: Collection Date: Signature:			
Section 5: Staff Authorisation			
Staff Member Providing Record:			
Name: Signature: Date:			

**If a duplicate or re-issued copy of a qualification document (e.g., testamur, statement of attainment, transcript, or record of results) is provided to the student, all previously issued versions of that document will no longer be valid and must not be used. Only the most recent document issued by ASLI will be recognised as the valid credential.*