



Student Records Request Form

Personal Details			
Student Full Name:		Student ID:	
Gender:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Others	Date of Birth:	
Email Id:		Phone no:	
Current Address:			
Course Code and Course Name:			
Service requested -TYPE OF REQUEST:			
I would like to request for:			
<input type="radio"/> Testamur	<input type="radio"/> Record of Results		
<input type="radio"/> Statement of Attainment	<input type="radio"/> Completion letter		
<input type="radio"/> Letter of Academic Progress	<input type="radio"/> Re-Issue of Certificates and transcript*		
<input type="radio"/> Letter of Tuition Fee Paid	<input type="radio"/> Others; please specify		
<input type="radio"/> Letter of Invitation			
* The cost for re-issuing the Qualification Certificate/transcript/Statement of Attainment is \$100.			
Note: Production of the certificate will be available for collection within 30 calendar days of receipt of the request form.			
Student Signature:		Date:	
Office Use only			



AUSTRALIAN STUDY LINK INSTITUTE

Level 2, 123 Lonsdale St
Melbourne, VIC 3000, Australia
Phone: +61 3 9639 9951 | Website: www.asli.vic.edu.au

CRICOS No: 03483G | RTO No : 40794

Received by:			
Academic Department Approval		Sign and date	
Name:			
Application Processed By:		Sign and date	
Name:			
Application Checked By:		Sign and date	
Name:			
Finance Department Approval		Sign and date	
Name:			
Comments:			