



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

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:	
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:	
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Office Use only

Received by:

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