



STUDENT ACADEMIC RECORDS REQUEST FORM

**Please allow ten (10) business days for processing.*

APPLICANT DETAILS:

FULL NAME(S):		Kent Student ID:
Email Address:	Mobile:	
Address: Unit/Flat No. _____ Street No. _____	Street Name: _____	
City/Suburb: _____	State: _____	Postcode: _____
Country: _____		

Reason for Request: Please place a tick next to your selection and reason below:

1. I have graduated or finished my course

- Issue a *Certificate of Completion and a *Final Academic Transcript (VET Only)
- Issue a *Completion Letter and a *Final Academic Transcript (HEd Only)
- Issue a Visa Application Support Letter - Graduation Invitation letter for overseas guests
(Paid Graduation Fees includes two (2) invited guests. Additional guest tickets incur additional cost) Refer to all Graduation information details sent directly to students eligible to graduate by Student Services Unit.
- Issue a *Testamur (HEd Only)- issued after graduation day when attendance at the ceremony is not possible.

2. Re-issue a lost qualification

Details of Course and Year: Course: _____ Year Completed: _____
 (*HEd Testamur **AUD\$100.00**, *VET Certificate of Completion **AUD\$30.00**, *All Academic Transcripts **AUD\$30.00**)

3. Evidence of enrolment or current progress

- *Issue an Interim **Academic Transcript** showing current final unit results (HEd Only)
- Issue a **Statement of Attainment** showing units of competency achieved (VET Only)
- Issue a Student Enrolment Status Letter - Completion Dates showing start date, mode of study, course name and expected completion date.
- Issue a Student Enrolment Status Letter - Study Break Period to evidence a formal break period within a course.

4. I would like to obtain copies of my documents by:

- Collecting personally from Campus Sydney Campus Melbourne Campus (*Formal qualifications only)
- Email (*Not available for formal qualifications)
- Registered Post or Overseas Postage **AUD\$25.00** Posted to the address listed on this form. Courier Delivery (Within Australia Only) **AUD\$40.00** Couriered to the address listed on this form.

I understand that my documents cannot be issued until I have paid all relevant charges and have no other debts outstanding.

Signature: _____	Date: ____/____/____
OFFICE USE ONLY Charges paid and no other outstanding debt? <input type="checkbox"/> Yes Document prepared by: _____ Posted/ Couriered: N/A Yes TRN: _____ Signature: _____ Date: _____	ADDITIONAL APPROVAL REQUIRED FOR FORMAL QUALIFICATIONS * Head of Vocational Education (VET Only) Associate Dean (HEd Only) Approved Not Approved Date: _____ Signature: _____
Collection Signature: _____	Date Collected: _____