



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 within Australia **AUD\$25.00** Posted to the address listed on this form
- Registered Overseas Postage **AUD\$40.00** 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: _____

