Document Request Form

All Programs

ACADEMIES AUSTRALASIA POLYTECHNIC

Please write in CAPITAL LETTERS only in a black or blue pen

Section A: Personal Details

AAPoly Student ID:

FedUni Student ID:

First Name:

Family Name:

Mobile Number:

Section B: Enrolment Details

Enrolled Course / Program

Section C: Required Document

- ☐ Confirmation of Enrolment Letter
- ☐ Holiday Confirmation Letter
- ☐ Invitation Letter **(must complete Section D)**
- ☐ Attendance Letter
- ☐ Unofficial Transcript
- ☐ Completion Letter
- ☐ Statement of Attainment
- ☐ Official Transcript
- ☐ Work Based Training Logbook
- ☐ Certificate / Testamur
- ☐ Other (please describe) _____

Section D: *ONLY Complete if you are requesting an Invitation Letter*

Title
(Of visitor to Australia)

First Name
(Of visitor to Australia)

Family Name
(Of visitor to Australia)

Passport Number
(Of visitor to Australia)

Country of Issue
(Of visitor to Australia)

International Address
(Of visitor to Australia)

Relationship to you
(Of visitor to Australia)

Section E: Purpose for Document Request

Section F: Additional Requirements

Section G: Student Declaration

The information on this form is collected for the primary purpose of processing your document request form. I have read the AAPoly statement (available at http://www.aapoly.edu.au/student-policies) on privacy and the purposes for which my personal information will be used.

Note: Allow for up to five (5) business days processing time before collecting your document.

Student Signature: _____ Date: DD / MM / YYYY

Office use only

Processed by: _____ Date DD / MM / YYYY