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
- ☐ 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