



Document Request Form

Section A: Personal Details

Student ID: _____

Given Name: _____

Family Name: _____

Contact Number: _____

Email: _____

Address: _____

Section B: Enrolment Details

Enrolled Course /
Program _____

Section C: Required Document

Confirmation of Enrolment Letter	Holiday Confirmation Letter	Attendance Letter
Unofficial Transcript	Completion Letter	Statement of Attainment
Official Transcript	Work Based Training Logbook	Certificate
Other (please describe) _____		

Section D: Purpose for Document Request

Section E:

Mail my documents to my mailing address

Will collect my documents from the Spencer Street Campus

Section F: Student Declaration

I understand that the information on this form is collected for the primary purpose of processing the document request. I confirm that I have read the ALIT statement (available at <https://alit.edu.au/policy-and-procedure/> on privacy and the purposes for which my personal information will be used.

Note: Allow for up to five (5) business days from the receipt of this form for processing this request. For Certificate, Statement of Attainment and Official Transcript requests, allow for up to five (5) business days from the release of the final results.

Student Signature: _____ Date: _____

Office use only

Processed by: _____ Date : _____