



International Institute of Business & Information Technology

841 George Street, Sydney NSW 2000. CRICOS Code: 01917B

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Document Request Form

Student ID Number

Note: Please allow **3 working days** to process this Document Request Form and also refer to the relevant fees and charges on **Page 2** of this form before completing and submitting this form to the administration staff.

Course Name:

Title	<input type="text"/>	Given Name	<input type="text"/>																
Family Name	<input type="text"/>																		
Date of Birth	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Gender	Male	<input type="text"/>	Female	<input type="text"/>				
Mailing Address	<input type="text"/>																		
	<input type="text"/>					Suburb/City	<input type="text"/>												
Country	<input type="text"/>					State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Post Code	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Email	<input type="text"/>																		
Mobile	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

I wish to apply for the following document/s:
(Please tick as appropriate)

Enrolment Details Letter (EDL)	<input type="checkbox"/>	Attendance Statement	<input type="checkbox"/>
Completion Letter	<input type="checkbox"/>	Record of Results/ Statement of Attainment	<input type="checkbox"/>
Graduation Certificate	<input type="checkbox"/>	Student ID card (Expired/Lost)	<input type="checkbox"/>

Reason for document/s request:

Declaration: I declare that I have read the information and instructions on this document request form application and that the information provided and submitted by me on this form and along with this form is complete and accurate in all respects.

Student Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Accounts: (*Application Fee*)
 Has the student paid fees? Yes Y No N Receipt No.

Fee Officer Name Date DD / MM / YYYY

Office Use only:
 Document Request Form received by
 Admin Officer Name Date DD / MM / YYYY

Document/s prepared/issued by:

Notes/Comments:

Admin Officer Name PRISMS update? (*If applicable*)

Admin Officer Signature Date DD / MM / YYYY

Application Fees:

Below is the table of administrative fees and charges as of 1 November 2015

ITEM	FEEES
Enrolment Details Letter (EDL)	\$ 25
Attendance Statement	\$ 25
Graduate Certificate/Statement of Attainment/Record of Results /Completion Letter	\$ 25 per document. One copy only of these documents is free of charge when you complete or withdraw from a course.
Student ID card (Expired/Lost)	\$ 25
CoE Related	\$ 100