

AIM.FS.04

To be used by students who wish to make a request for their academic transcripts, CoE, attendance records or letter of completion. After completion please submit to AIM Student Services. **A minimum of two workings days notice is required.**

STUDENT REQUEST FORM



Date _____

PERSONAL DETAILS

Student Number

Surname

Given Name

Address

Telephone
H: _____
M: _____

Email Contact

COURSE DETAILS

Course Name

Major

RECORDS REQUIRED

- Letter of Enrolment Reason: _____
- Letter of Completion
- C.O.E (Overseas student only)
- Letter of Release (For overseas student requires for transfer. Student must also fill in the International Transfer Request Form)
- Record of Attendance (Only available after completion of Semester)
- Academic Transcript (A \$10.00 fee applies for re-issuing of an academic transcript)
- Certificate/Testamur (A \$ 50.00 fee applies for re-issuing a testamur)

Year and Semester Required

Paid Receipt No.

Other

Reason for Request

Student's signature _____ Date _____

Administrative Use
 Received by _____
 Date _____
 Processed By _____
 Student's file _____