

DOCUMENT REQUEST FORM

ABOUT THIS FORM

This form is strictly for requesting official document outputs and letters. Please complete all fields in clear block letters and submit this form to Student Services (in person or via email to info@atinstitute.edu.au). Standard processing time is 10 working days.

STUDENT DETAILS

STUDENT ID		USI NO	
GIVEN NAME		FAMILY NAME	
CURRENT ADDRESS			
SUBURB / POSTCODE		PHONE NUMBER	
EMAIL ADDRESS			
COURSE CODE & NAME			

DOCUMENT REQUESTED

☐ Re-issue of Confirmation of Enrolment (CoE) Letter Confirms current course title, start date, expected end date.
☐ Official Enrolment Verification / Status Letter General letter stating active enrolment status, attendance summary, or holiday period proof for banks/third parties.
☐ Official Academic Transcript / Statement of Attainment Interim record listing completed units and competency outcomes to date.
☐ Re-issuance of AQF Qualification Testamur [\$200 FEE] Replacement of lost/damaged hardcopy original Testamur.
☐ Formal Confirmation of Course Completion Letter Issued to completing students who have fulfilled all academic and financial obligations.
☐ Other Administrative Document / Custom Letter Please specify exact details required (Note: Cannot be used for Deferral, Release, Withdrawal, or Refund requests):

PREFERRED DELIVERY & VERIFICATION METHOD

- ☐ Digital Copy via Email (Registered Email Address)
- ☐ In-Person Collection (ATI Sydney Campus Office)

STUDENT DECLARATION & PRIVACY CONSENT

I declare that all information provided in this request form is true, correct, and complete.

I authorise Australasia Technology Institute (ATI) to verify my identity and update my student record where applicable.

I understand that processing takes around 10 working days, and requests will only be fulfilled if my financial account with ATI is up to date.

I have attached a clear copy of my Passport / Photo ID for identity verification and privacy protection.

I acknowledge ATI's Privacy Policy regarding the protection and handling of my personal information under the Privacy Act 1988.

NAME	
SIGNATURE	
DATE	

FOR OFFICE USE ONLY (ADMINISTRATION & APPROVALS)

ID Verified	☐ Passport / ID Checked	Financial Clearance	☐ Fees Paid / No Arrears
Fee Required	YES / NO (\$_____)	Receipt / Txn No	
Processed By (Admin)		Admin Sign / Date	
Academic Manager Approval		Approval / Dispatch Date	