

## Document Request Form

Student Details			
Student Name:		Student ID:	
Passport Details:	Country:	Passport No:	Date of Birth:
Contact Details in Australia			
Address			
Contact No:		Email Address	
Course Details:			
Course Name:		Intake Date	
Documents required (Please Tick)			
<input type="radio"/>	<b>Completion letter</b>	<p><b>Conditions and Fees</b></p> <ul style="list-style-type: none"> <li>○ First issuing of Graduation Certificate and Transcript is at no cost.</li> <li>○ All other document request fee is AUD \$40 per document.</li> <li>○ Postage within Australia: Standard AUD \$40, Express AUD \$50.</li> <li>○ Postage outside Australia: Standard AUD \$50, Express AUD \$100.</li> <li>○ <b>Note*</b>: Please allow 5 working days for the request to be processed.</li> </ul> <p><b>Confidential Agreement</b></p> <ul style="list-style-type: none"> <li>○ By signing this Form, I acknowledge that the training materials provided to me during training include but not limited to <i>Hard Copy Training Materials, Softcopy Training Materials on Moodle, Recordings, Reference Answers, PPTs, Mock Exam Materials, Final Test Materials, Various Form, Advertisements, SOA broadcasting, etc.</i> are all confidential information of SIIT and copyright protected under relative <i>Australian and International Copyright Law</i>.</li> <li>○ Any unauthorized usage of above mentioned materials including but not limited to taking photos, videos, and recordings without prior written agreement from SIIT senior management are illegal and breach relative Australian laws and regulations, which will lead to legal actions.</li> <li>○ SIIT all rights reserved.</li> <li>○ To view the entire <b>Confidential Agreement</b>, please check with SIIT Student Service Team.</li> </ul> <p><b>Student Signature:</b> _____ <b>Date:</b> _____</p>	
<input type="radio"/>	<b>Official certificate</b>		
<input type="radio"/>	<b>Official transcript*</b>		
<input type="radio"/>	<b>Attendance letter</b>		
<input type="radio"/>	<b>Reference letter</b>		
<input type="radio"/>	<b>Enrolment Certificate</b>		
<input type="checkbox"/>	<b>Other letters (please specify)</b>		
<b>Office Use Only</b>			
Received by:	(SIIT Officer's Signature)	Date:	
Was a fee involved?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Paid by the student?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Approved?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reason:			
Was the student notified to collect the documents by letter or e-mail?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were the documents posted via Australia Post?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Recorded request on the student management database?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Signature		Date:	
Comments:			