

# Form to Request Document

Complete this form to request a transcript, statement of results or student letter. Submit it to Student Support or email [info@ccm.vic.edu.au](mailto:info@ccm.vic.edu.au). **Please allow up to 5 working days for processing.**

## A Personal details

Student ID

Date of birth

|  |  |
|--|--|
|  |  |
|--|--|

Surname or family name

Given name

|  |  |
|--|--|
|  |  |
|--|--|

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other: \_\_\_\_\_

Course name

Course finish date

|  |  |
|--|--|
|  |  |
|--|--|

Address including suburb and postcode

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Email

Phone or mobile

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## B Document requested

Select the document or documents you require:

- ☐ Official academic transcript    ☐ Interim statement of results  
☐ Letter of enrolment    ☐ Invitation letter    ☐ Semester break letter  
☐ Other document — please specify: \_\_\_\_\_

## C Other details or information

Include the purpose, required dates, recipient details or other information needed for your letter.

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Student signature or typed name

Date

|  |  |
|--|--|
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|--|--|

## Office use only

Received by

Date received

|  |  |
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|  |  |
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Comments

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Administration executive signature: \_\_\_\_\_ Date: \_\_\_\_\_

| Action required                                                                   | Actioned by | Date |
|-----------------------------------------------------------------------------------|-------------|------|
| <input type="checkbox"/> Request and supporting documents filed in student record |             |      |
| <input type="checkbox"/> Finance check completed where relevant                   |             |      |
| <input type="checkbox"/> Request processed and documents issued                   |             |      |