



Document Request Form

Student Details

Student ID

First Name

Last Name

Email

Course of Study

Address (Australia)

Contact Number

Enrolment Letter (No Charges)

Official Transcript (\$40 AUD)

Letter of Attainment (\$35 AUD)

Other (please specify):

I understand that documents may take up to 14 working days from today to process

I understand I must show my Proof of Identity to collect my documents

In the event that I cannot collect my documents, I give my permission to Institute of Management and Computing Pty Ltd. to provide my documents to who will collect on my behalf.

****Authorised person must present photo ID to verify identity upon collection***

Student's Signature

Date

Comments

Internal Use Only

Signature

Date

Privacy Notice: Information collected is used for lawful educational and compliance purposes under the Privacy Act 1988 (Cth) and the VET Data Policy. Details may be shared with government agencies (e.g., PRISMS, NCVER) as required.

Institute of Management and Computing Pty Ltd.

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