

## Document Request Form

**Note:**

- No request will be processed until this form is fully completed.
- No request will be processed if there is overdue fees.
- The request will be processed within 15 working days.
- If you are not sure on eligibility of request, please ask before making payment.

### Section 1 : Personal Details

<b>Name</b>		<b>Student ID</b>	
<b>Address</b>			
<b>Suburb</b>		<b>Post Code</b>	
<b>Email</b>		<b>Mobile</b>	
<b>Current Course</b>			

### Section 2: Document Request Details – I am applying for:

<input type="checkbox"/> Final Document (Certificate & Record of Results) [please also complete No Dues Form]				
Certificate & Record of Results will be available 28 days after course end date as per CoE				No fees
<input type="checkbox"/> Interim Transcript	\$180	<input type="checkbox"/> Invitation Letter		\$100
<input type="checkbox"/> Attendance Letter	\$80	<input type="checkbox"/> Enrolment Letter		\$80
<input type="checkbox"/> Term Break Letter	\$80	<input type="checkbox"/> Leave Letter [Must attach Application for Leave]		\$80
<input type="checkbox"/> Support Letter	\$100	<input type="checkbox"/> Any other letter		
<input type="checkbox"/> Release Letter [Must attach Application for Withdrawal]				No Fees
Note: by selecting Release Letter – this request is not automatically guaranteed. You will be advised of the outcome within 15 working days.				

### Section 3: Student Declaration

I, \_\_\_\_\_ (Applicant) hereby declare that the information contained in this application is true. I also understand that there may be associated fees which I agree to pay.

<b>Signature</b>		<b>Date</b>	
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### Section 5 : Office Use Only

<b>ACCOUNTS</b>		<b>DUE AMOUNT/DATE</b>	
<b>NO DUE</b>		<b>ACCOUNTS SIGNATURE</b>	
<b>Comments:</b>			
<b>Staff Approval Signature</b>		<b>Approval Date</b>	
<b>Application Outcome :</b> Approved <input type="checkbox"/> Declined <input type="checkbox"/>		<b>Student advised by:</b> Email <input type="checkbox"/> Phone <input type="checkbox"/>	
<b>Update PRISMS:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Update SMS:</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	

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