

Student Information Requested

- View student file (*no charge*)
 Statement of Attainment
 Certificate

Request for Student Information

1. Payment is required prior to the re-issue
2. A fee of \$20.00 applies for production of Statement of Attainment and/or Certificates.
3. There is no charge to view a student file though ID requirements as indicated in points 4 and 5 apply.
4. In accordance with provisions under the *Information and Privacy Act 2000 (Vic)* requests for personal information will only be provided once hard copy original has been sighted for the applicant named below.
5. For purposes of determining the identity of the applicant original documents providing date of birth and photo ID must be sighted. Acceptable documents may include one or more of the following:
 - An Australian Birth Certificate
 - A current Australian Passport
 - A current New Zealand Passport
 - A green Medicare Card
 - A Keypass card
 - A naturalisation certificate
 - A current drivers licence
 - A current learner permit
 - A Proof of Age Card

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|------------------------|--|-------------------|-----|
| Family name: | | Date: | / / |
| Given name: | | Student ID | |
| Address: | | | |
| Contact Number: | | | |

Course Details

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|--------------------------------------|----------------------------|
| Year of study | |
| Course / Unit Code (if known) | Course / Unit Title |
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|--------------------------|--|-------------|--|
| Student Signature | | Date | |
|--------------------------|--|-------------|--|

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| Office Use Only - Evidence Sighted | | | |
| <input type="checkbox"/> An Australian Birth Certificate | <input type="checkbox"/> A current Australian Passport | <input type="checkbox"/> A current New Zealand Passport | <input type="checkbox"/> A green Medicare Card |
| <input type="checkbox"/> A naturalisation certificate | <input type="checkbox"/> A current drivers licence | <input type="checkbox"/> A current learner permit | <input type="checkbox"/> A Proof of Age Card |
| <input type="checkbox"/> A Keypass card | | | |