



Hallmark Institute STUDENT REQUEST FORM

This form is used by students who wish to make a request to obtain their academic transcripts, a copy of the CoE, Letter of Course Completion or for requests of personal or academic nature. A minimum of two (2) working days' notice is required to obtain a copy of an existing document. Up to 10 days may take to complete the requests for new documents.

Please submit this form in person to the Institute's Reception or via email at: admin@hallmarkinstitute.edu.au

STUDENT DETAILS

Student Name		Student ID	
Course			
Email		DOB	
Phone (Home)		Phone (Mobile)	
Address			

RECORDS REQUIRED

- ☐ Letter of Course Completion
- ☐ CoE (International Students Only)
- ☐ Statement of Attainment (AUD\$50.00 fee applies for re-issuing of Statement of Attainment)
- ☐ Letter of Release (International Students Only, student must also complete and attach an International Transfer Request Form)
- ☐ Academic Transcript (AUD\$50.00 fee applies for re-issuing an official document)
- ☐ Testamur / Certificate (AUD\$50.00 fee applies for re-issuing an official document)
- ☐ Change in Schedule (AUD\$200.00 fee applies for changing classes)
- ☐ Other (please specify):

Student Signature		Date	
Received By (Staff)	Name	Date	

OFFICE USE ONLY

Accounts Clearance	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
	Signature	Name
Academic Clearance	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
	Signature	Name
Administration Clearance	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
	Signature	Name

REQUESTED DOCUMENTS RECEIVING DETAILS

☐ I hereby declare that I have received the requested documents.

Student Signature		Date	
Issuing Staff Signature	Name	Date	