



## Richmond School of Business (RSB) 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 School Reception.

<b>Personal Details</b>			
Student ID		Date of Application	
Given Name(s)		Surname	
Phone		Email	
Address			
Course			
<b>Records Required</b>			
<input type="checkbox"/> Letter of Course Completion <input type="checkbox"/> CoE (International Students Only)			
<input type="checkbox"/> Statement of Attainment (AUD\$50.00 fee applies for re-issuing of Statement of Attainment)			
<input type="checkbox"/> Letter of Release (International Students Only) Student must also complete and attach an International Transfer Request Form			
<input type="checkbox"/> Academic Transcript (AUD\$50.00 fee applies for re-issuing an official document)			
<input type="checkbox"/> Testamur / Certificate (AUD\$50.00 fee applies for re-issuing an official document)			
<input type="checkbox"/> Change in Schedule (AUD\$200.00 fee applies for changing classes)			
<input type="checkbox"/> Other (please specify):			
<b>Student Declaration</b>			
Signature		Date	
Received By (Staff)		Date	
<b>Office Use Only</b>			
Accounts Clearance	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Comments:
Academic Clearance	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Comments:
Administrative Clearance	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Comments:
<b>Requested Document Receiving Details</b>			
I hereby declare that I have received the requested documents.			
Student Signature :			
Issuing Staff Signature :			