



Student Records Request Form

Section 1: Student Details			
Student Full Name:		Student ID:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others	Date of Birth:	
Email Id:		Phone no:	
Course Code and Course Name:			
Section 2: Request Details (Student Use)			
Tick the record/document requested <input type="checkbox"/> Testamur <input type="checkbox"/> Enrolment Confirmation Letter <input type="checkbox"/> Statement of Attainment <input type="checkbox"/> Letter of Invitation <input type="checkbox"/> Completion letter <input type="checkbox"/> Re-Issue of Certificates and transcript* <input type="checkbox"/> Record of Results <input type="checkbox"/> Letter of Tuition Fee Paid <input type="checkbox"/> Letter of Academic Progress <input type="checkbox"/> Others; please specify			
Note: All AQF certification documentation including Qualifications (Testamurs and Transcripts) and Statements of Attainment (SoAs) is issued within 30 calendar days of course completion, in accordance with Standards for RTOs 2025 Clause 1.11. This form is for students requesting later access, duplicate copies, or additional records. The timing of this request does not affect the original issuance timeframe.			
Student Signature:		Date: Requested	
Section 2: Request Received By (Office Use Only)			
Staff Name:	Sign:	Date:	
Request Type: Initial Request: <input type="checkbox"/> YES <input type="checkbox"/> No If Yes, go to part B Record Re-Issued: <input type="checkbox"/> YES <input type="checkbox"/> No if Yes, * The cost for re-issuing the Qualification Certificate/transcript/Statement of Attainment is \$100 for each document. Has re-issuance fee paid: <input type="checkbox"/> YES <input type="checkbox"/> No If Yes, attach payment receipt.			
Note: <ul style="list-style-type: none"> All AQF certification documentation (qualification/testamur, transcript, SoA) must be issued within 30 calendar days of the student's course completion in line with Standards for RTOs 2025 (Clause 1.11) and the AQF Issuance Policy. This request form applies to student-initiated requests (e.g., later access, duplicates, re-issues, additional records). Students retain the right to lodge a complaint or appeal if they believe documentation has not been issued correctly, as per the Feedback, Complaints & Appeals Policy (National Code 2018, Standard 10). 			
Section 3: Document Collection Section (to be completed at the time of collection)			
Collection Method: <input type="checkbox"/> Collected in Person <input type="checkbox"/> Emailed Student Name: _____ Collection Date: _____ Signature: _____			



Ideal International Institute Pty Ltd
RTO NO. 46289 | CRICOS NO.: 04296B
Address: 653 Tarneit Road, Hoppers Crossing, Vic-3029, Australia
E: idealinternationalinstitute1@gmail.com
W: iii.vic.edu.au | Ph: 1300201247
ABN: 16667624124

Section 4: Staff Authorisation

Staff Member Providing Record:

Name: _____ Signature: _____ Date: _____

**If a duplicate or re-issued copy of a qualification document (e.g., testamur, statement of attainment, transcript, or record of results) is provided to the student, all previously issued versions of that document will no longer be valid and must not be used. Only the most recent document issued by III will be recognised as the valid credential.*