

DOCUMENT REQUEST APPLICATION FORM



PERSONAL DETAILS

Student ID			
Given Name(s)		Surname	
Telephone Number		Email Address	
Current Address			

REQUESTED DOCUMENT

LETTER OF ENROLMENT

- General Domestic / International Letter of Enrolment
- Centre Link [Domestic students only]

Fee
\$10

COMPLETION LETTER

- States that the student has completed the Course of Study

Fee
\$10

INTRIM TRANSCRIPT

- For students who are current still enrolled in their course and not yet graduated

Fee
\$15

FINAL ACADEMIC RECORD

- All graduating students are provided with 2 free copies upon program completion, any request thereafter is charged at \$25/copy.
- Study Abroad students' transcripts are posted directly to their Agent and these will be sent no later than four (4) weeks after the release of results for the term.

Fee
\$25

GRADUATION TESTAMUR (Certificate of Graduation)

- ✓ Reissued testamur. This will be printed at the next graduation ceremony.
- ✓ Please email: graduation@canterburyim.com.au for graduation ceremony dates.

Fee
\$85

COURSE OUTLINE

(✓)

Contains information on Learning outcomes, objectives, assessments, and detail of topics. Note: \$5 per course outline.

Course Code	Course Name		
			Fee \$5/Course
CONFIRMATION OF ENROLMENT (COE) – EXTENSION			
DELIVERY METHOD			
How will you collect your documents?	Collect in Person <input type="checkbox"/>	Mail (to your postal address) <input type="checkbox"/>	