



# 606-FM-MEGA Document Request Form

*Please allow 10 working days for all document requests to be processed.  
(Please use **Form 332** if requesting for replacement/reissuance of certificates and other academic documents)*

**Personal Details:**

Student ID .....

Family Name ..... Given Names .....

Sex            Male     Female                        Date of Birth        /        /

Address in Australia .....

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Email ..... Contact Number .....

**Course Details:**

Enrolled Course .....

**Documents requested:**      (Please tick )

Confirmation Letter <input type="checkbox"/>	Completion Letter with English level <input type="checkbox"/>
Completion Letter <input type="checkbox"/>	Study Break/Pre-Arranged Holiday letter <input type="checkbox"/>
Other ..... <input type="checkbox"/>	

**Declaration**

I declare that all the information I have given above is correct and complete. I confirm that I have read all the terms and conditions and agree to abide by those rules and any subsequent amendments. If any information is false or has been withheld, I accept that this may cause cancellation of my enrolment and/or further consequences.

Student Signature ..... Date            /        /

**Office Use Only:**

Date Received    /        /            Received By.....

Start Date        /        /            Finish Date    /        /            Course Duration        ..... weeks

Fee Information:    Paid                Not Paid                        Document Issued Date    /        /

Comment .....



## Comments/Reason

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