

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 ☐ Completion Letter with English level ☐

Completion Letter ☐ Study Break/Pre-Arranged Holiday letter ☐

Other ☐

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 / /

For student under 18 years of age:

Guardian/Parent 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



MEGA

A SMARTER PATHWAY

Comments/Reasons

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