



DOCUMENT REQUEST FORM

**Collect all documents from KOI Reception Level 1, 31 Market St when contacted.
Document requests may take up to five (5) business days to process.
Some documents will have conditions attached.**

Personal Information of applicant	
Family name	KOI Student ID <input type="text"/>
Other names	Mobile number <input type="text"/>
Email address <input type="text"/>	

Document or documents required: *(tick beside the document(s) you need)*
– if you need your documents to be collected by someone else, please provide a full name and street address in “Reasons” below. The person collecting your documents will need to provide photo ID such as a passport or Australian drivers’ license.

Letters		No fee
<input type="checkbox"/>	Completion Letter - (only available with a completion transcript)	
<input type="checkbox"/>	Confirmation of enrolment status	
<input type="checkbox"/>	Confirmation of approved break in studies - for an employer or overseas travel	
<input type="checkbox"/>	Graduation Letter – to support family/friends’ visa applications	
<input type="checkbox"/>	Release Letter – KOI approval to transfer your studies to another provider – you MUST ALSO COMPLETE A WITHDRAWAL FROM COURSE FORM AND ATTEND AN EXIT INTERVIEW. Note: if you only want a temporary break in studies, please complete a Break in Studies Form.	

Transcripts		No fee – 1 st copy only. Extra copies \$15 per copy.
<input type="checkbox"/>	Completion transcript – only for students who have completed their course and are eligible to graduate or have graduated.	
<input type="checkbox"/>	Cross institutional or Non-award Transcript	
<input type="checkbox"/>	Official Interim transcript – for current or past students who have NOT COMPLETED THEIR COURSE. Students MUST have passed at least ONE subject.	\$10 fee. NOTE: An unofficial transcript can be downloaded without transcript charge from the Student Portal.

Replacement Documents		\$15 fee per document unless there was an error on the part of KOI.
<input type="checkbox"/>	Replacement documents (any document provided by KOI). Explain type of document and why you need a replacement in “Reasons” below. Original documents must be returned or a statutory declaration provided to explain loss of Official documents.	

Other documents.		May attract a fee depending on the document requested. You will be advised of the cost before processing.
<input type="checkbox"/>	Identify the type of document and clearly explain why you need it in “Reasons” below.	

Reason(s) for document requests and/or details of person authorised to collect documents (only if you are unable to collect your documents yourself)

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Signature of applicant Date/...../.....
(Also indicates authorisation for the person whose details are indicated above to collect the document if applicable)

Documents received signature Date/...../.....



OFFICIAL USE

Comments (if required)

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Application received (KOI officer) Date/...../.....

Payment received NO (no-fee document) YES \$

Document(s) provided Date/...../.....

Copy attached to file by Date/...../.....