



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

Other names

Mobile Number

Email address

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

Completion Letter - (only available with a completion transcript)

Confirmation of enrolment status

Confirmation of approved break in studies - for an employer or overseas travel

Graduation Invitation (for Graduates only) Letter – to support family/friends' visa applications to attend ceremony

NOT-IN Session Letter (KOI Vacations)

TRANSCRIPTS

Completion transcript – only for students who have completed their course and are eligible to graduate or have graduated

No fee – 1st copy only.
Extra copies
\$15 per copy.

Cross institutional or Non-award Transcript

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

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.

\$15 fee per document unless there was an error on the part of KOI.

OTHER DOCUMENTS

Identify the type of document and clearly explain why you need it in "Reasons" below.

May attract a fee depending on the document requested. You will be advised of the cost before processing.

Request for release

REASON(S) FOR DOCUMENT REQUESTS AND/OR DETAILS OF PERSON AUTHORISED TO COLLECT DOCUMENTS (ONLY IF YOU ARE UNABLE TO COLLECT YOUR DOCUMENTS YOURSELF)

SIGNATURE OF APPLICANT:

DATE:

DOCUMENTS RECEIVED SIGNATURE:

DATE:

OFFICIAL USE

COMMENTS (IF REQUIRED)

APPLICATION RECEIVED (KOI OFFICER)

DATE/...../.....

PAYMENT RECEIVED

☐

NO (NO-FEE DOCUMENT)

☐

YES \$.....

DATE/...../.....

DOCUMENT(S) PROVIDED

COPY ATTACHED TO FILE BY

DATE/...../.....