Documentation Request Form

Please complete this form to request one of the documents listed below and submit the completed form to SPI Student Services for processing. Note that it may take up to **5 business days** to receive an outcome for this request. Requests will be denied if the student has outstanding fees. Unless specified otherwise, documents will be sent to the applicant's provided email address.

Section 1: Personal Details	
Student ID (if available):	
Given Name(s):	Surname:
Date of Birth (dd/mm/yyyy):	Phone Number:
Email:	
Course of Study:	

Residential Address:

Postal Address (Leave Blank if Same as Residential):

Section 2: Request Details (please tick the relevant box and specify the reason)	
☐	Confirmation of Enrolment
☐	Interim transcript
☐	Academic Result (Course history) - (fees apply - $50)
☐	Early Exit Testamur or Graduation Document (fees apply - $150)
☐	Statement of Course Completion (Upon completion of course)
☐	Academic Record/Transcript (Upon completion of course)
☐	Testamur or Graduation Documents (Upon completion of course)
☐	Other (please specify):

Please specify the reason for Request:

Collection Method (Please Tick):
☐ Mail to Nominated Postal Address
☐ Collect in Person
☐ Collect via Proxy (go to Section 3)

Section 3: Proxy Details

Please fill out the details of the nominated proxy and provide signatures below.

Family Name:	Given Name(s):

Residential Address:

Phone Number:

Email:

I, _____hereby nominate _____ to act as my proxy and authorise them to collect my requested documentation.

Student Declaration and Statement	
By signing this form, I confirm that the information provided is correct to the best of my knowledge and I allow the collection and reproduction of my information by SPI for the purposes of this request, in accordance with all relevant legislation and SPI policies.	
Signature:	Date:

Office Use Only	
Received by:	Received date:

Application Outcome ☐ Accepted ☐ Rejected
Application Comment:
Staff processed: Signature of Staff Date (dd/mm/yyyy)