



CURTIN ENGLISH

STUDENT REQUEST FORM

This form is to be used for requesting any documents

Instructions

Complete all required details below

Sign the Declaration – *you must read the Declaration before signing.*

This form must be submitted to Curtin English.

Student Details

Student ID

Telephone

Full Name

Postal Address

Email Address

Document(s) Required

Arrival/ Enrolment Confirmation Letter: To show that you have started your course
Fee: n/a Processing Time: 1 Day Delivery Options: Pick up/Email/Post

Attendance Certificate: A record of your current course attendance level
Fee: \$10 Processing Time: 3 Days Delivery Options: Pick up/ Post

Completion Certificate Reprint: A certificate confirming that you completed your course
Fee: \$10 Processing Time: 3 Days Delivery Options: Pick up/Post

Invitation Letter: To support your family member's visitor visa applications
Fee: n/a Processing Time: 1 Day Delivery Options: Pick up/Email/Post

Results Transcript: A print out of your ELICOS results
Fee: \$10 Processing Time: 3 Days Delivery Options: Pick up/Post

Vacation Letter: To confirm course break periods for sponsored students
Fee: n/a Processing Time: 1 Day Delivery Options: Pick up/Email/Post

Other Request / Additional Details:

Declaration

I hereby certify that the above information is true and correct.

I authorise Curtin English to obtain any necessary information in relation to this application, based on the supporting documents provided.

To be signed when requesting

<input type="text"/>									
Name									
<input type="text"/>	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
Signature	Date								

To be signed when collecting

<input type="text"/>									
Name									
<input type="text"/>	<table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
Signature	Date								

OFFICE USE ONLY

Processed By: _____

Date: ____/____/____

Receipt Number: _____ Date: ____/____/____

Comments: _____