



Document Request Form

Student Details – REQUEST WILL NOT BE PROCESSED IF ALL REQUIRED DETAILS ARE NOT PROVIDED

Family Name : _____ Student ID : _____
 Given Name : _____ Course Enrolled : _____
 Email Address : _____ Contact No. : _____

Documentation requested – Tick the documentation requested and indicate the number of copies required.
 Please return Document Request Form to the Student Services office or email: studentservices@icms.edu.au.

	Tick box	No. of Copies
Letter of Enrolment States that you are currently enrolled as a student at ICMS. It contains information on: <ul style="list-style-type: none"> Enrolled course / Attendance level Expected date of completion First copy is free of charge. Any request thereafter is charged at \$7/copy 	<input type="checkbox"/>	<input type="text"/>
Letter of Enrolment (for Norwegian & Swedish students) States that you are currently enrolled as a student at ICMS. It contains information on: <ul style="list-style-type: none"> Enrolled course / Attendance level / Expected date of completion College fees Academic term system at ICMS Additional requested information, such as Industry Training First copy is free of charge. Any request thereafter is charged at \$7/copy 	<input type="checkbox"/> CSN <input type="checkbox"/> LNK	<input type="text"/>
Letter of Completion <i>(Only for students who have completed their course)</i> <ul style="list-style-type: none"> States that the student has successfully completed the course. First copy is free of charge. Any request thereafter is charged at \$7/copy 	<input type="checkbox"/>	<input type="text"/>
Final Academic Record <ul style="list-style-type: none"> For students who have completed their course (graduated) or finished (withdrawn, etc). First two (2) copies are free of charge. Any request thereafter is charged at \$20/copy. Processing time is ten working days during the term. Processing of Final Academic Record at the end of term will take four (4) weeks after the release of results. All graduating students are provided with 2 free copies upon course completion. 	<input type="checkbox"/>	<input type="text"/>
Student Visa Extension Attach a copy of your passport and student visa label.	<input type="checkbox"/>	<input type="text"/>
Scheme of Work It contains information on: <ul style="list-style-type: none"> Learning outcomes/objectives/assessment Week-by-week topics covered There is a \$1 charge per page	<input type="checkbox"/>	<input type="text"/>
Please list the subjects you require: <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div>		

Forwarding Instructions

Collect from Student Services
 Email – sent to ICMS email address
 Mail to your postal address (below)

Student Signature: _____

Date requested: _____