Official Document Request Form (International Education)

This is for international students to request official documents prior to the completion of all qualifications under their Letter of Offer. This form is to be completed and submitted to TasTAFE International or your local campus’ Client Central front desk.

Document Requests may take 5-7 business days to process. Once the requested document is ready for collection, Client Central Service or TasTAFE International will email you for collection.

If you have any question, please contact [international@tafe.tas.edu.au](mailto:international@tafe.tas.edu.au) for more information.

*No documents will be issued where fees remaining outstanding.*

# Section 1 – Student Detail

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| --- |
| **Family Name:** |
| **Given Name:** |
| **Date of Birth:** |
| **TasTAFE Student ID:** |
| **Mobile:** |
| **Address:** |
| **Email:** |

# Section 2 – Current Course and Campus Details

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| **Course Name:** |
| **Course Code:** |
| **Campus:** |
| **Start Date:** |
| **End Date:** |

# Section 3 – Requested Document/s

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| **Completion Letter (prior to the completion of your full study package)** |
| **Confirmation of Enrolment Status Letter** |
| **Release Letter** |

# Section 4 – Student Declaration

TasTAFE is gathering your details on this form in compliance with the Information Privacy Act 2009 and Education Services for Overseas Students Act 2000 to facilitate your request. Your personal information will not be shared with any third party without your consent, except where authorized or mandated by law.

* I declare that all the information provided on this form is accurate and complete.
* I understand that providing inaccurate information or withholding relevant details may delay the processing of my application.

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| **Student Name:** |
| **Student Signature:** |
| **Date (DD/MM/YYYY):** |

# Section 5 – Office Use Only

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| **Approved** **Yes No**  **Reason of non-approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Date Document Forwarded/Received:** |
| **TasTAFE International Delegated Officer** |
| **Position:** |
| **Name:** |
| **Signature:** |
| **Date (DD/MM/YYYY):** |

Record Number: DOC/24/154072