



Richmond School of Business (RSB) Student Request Form

This form is used by students who wish to make a request to obtain their academic transcripts, a copy of the CoE, Letter of Course Completion or for requests of personal or academic nature. A minimum of two (2) working days' notice is required to obtain a copy of an existing document. Up to 10 days may take to complete the requests for new documents. Please submit this form in person to the School Reception.

Personal Details			
Student ID		Date of Application	
Given Name(s)		Surname	
Phone		Email	
Address			
Course			
Records Required			
<input type="checkbox"/> Letter of Course Completion <input type="checkbox"/> CoE (International Students Only)			
<input type="checkbox"/> Statement of Attainment (AUD\$50.00 fee applies for re-issuing of Statement of Attainment)			
<input type="checkbox"/> Letter of Release (International Students Only) Student must also complete and attach an International Transfer Request Form			
<input type="checkbox"/> Academic Transcript (AUD\$50.00 fee applies for re-issuing an official document)			
<input type="checkbox"/> Testamur / Certificate (AUD\$50.00 fee applies for re-issuing an official document)			
<input type="checkbox"/> Change in Schedule (AUD\$200.00 fee applies for changing classes)			
<input type="checkbox"/> Other (please specify):			
Student Declaration			
Signature		Date	
Received By (Staff)		Date	
Office Use Only			
Accounts Clearance	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Comments:
Academic Clearance	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Comments:
Administrative Clearance	Approved <input type="checkbox"/>	Not Approved <input type="checkbox"/>	Comments:
Requested Document Receiving Details			
I hereby declare that I have received the requested documents.			
Student Signature :			
Issuing Staff Signature :			