



# OFFICIAL DOCUMENTS REQUEST FORM

No documents will be issued if there are outstanding financial payments due to the International Graduate Institute  
Official documents may take up to 5 working days to be produced.

## STUDENT DETAILS

Student ID: \_\_\_\_\_ Family Name: \_\_\_\_\_  
Given Name(s): \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## COURSE

- |                                                                  |                                                                      |
|------------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Bachelor of Business Management         | <input type="checkbox"/> Bachelor of Digital Marketing               |
| <input type="checkbox"/> Associate Degree of Business Management | <input type="checkbox"/> Bachelor of Entrepreneurship and Innovation |
| <input type="checkbox"/> Diploma of Business Management          |                                                                      |

## DOCUMENTS REQUESTED

- Official interim transcript  
 Holiday reference letter  
 Confirmation of Enrolment Letter  
 New student ID card (1 copy \$5)  
 Provisional Letter of Completion - For graduating students only  
 Other: \_\_\_\_\_

## DOCUMENT DELIVERY

- I will collect the documents in person.  
 An authorised person will collect these documents - please write down authorised person's name (ID must be presented upon collection: \_\_\_\_\_ )  
 Documents to be emailed to me - only available for interim transcripts and holiday reference letters.

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_