



DOCUMENT REQUEST FORM 23/24

GENERAL GUIDANCE

This form should only be completed by a new applicant or current student(s) wishing to request documents from AUM.

INSTRUCTIONS

All sections of this document must be completed fully by the student requesting documents from AUM.

STUDENT DETAILS

Last Name: _____ First Name: _____ Middle Initial: _____
 AUM ID (if applicable): _____ or passport/ ID: _____ Phone No: _____
 Email: _____
 Program of Study: _____
 Date of Birth: _____

TYPE OF DOCUMENT REQUESTED

DOCUMENT TYPE
Transcript
Attendance Report
Admission letter
Enrolment Letter
Housing Contract
Other

SEMESTER FOR DOCUMENT REQUESTED

Semester: Fall 2023 __ Spring 2024 __ Fall 24 ____

Student Signature: _____

Date: _____

FINANCE DEPARTMENT APPROVAL:

 Finance Representative Name Signature Date

OFFICE OF STUDENT AFFAIRS APPROVAL:

 OSA Representative Name Signature Date

REGISTRAR APPROVAL:

 Registrar Representative Name Signature Date