

DOCUMENT REQUEST FORM 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: 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