



DOCUMENT REQUEST FORM 24/25

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 2024_Spring 2025_Summer25_Fall 25__

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