



## Request to Retrieve File from Archive

### INSTRUCTIONS

This form is for current or previous students who would like to retrieve their file from archives.

1. The request to have your file retrieved from archives for students who **commenced after 1990** will be processed within 2 weeks. Requests from students who commenced **prior to 1990** will be processed within 4 weeks.
2. Once your file has been retrieved you will be notified by SOLS mail (current students) or Non-Current students please indicate which method you would prefer to be contacted on.

### STUDENT DETAILS

Student Number	Date of Birth	Last Name	First Name
Address			
City	State	Postcode	Country (outside Australia)
Email		Daytime Telephone	

### STUDY DETAILS

Course Code	Course Name	Major
Year of Application	Year of Commencement	Session of Commencement

### FILE RETRIEVAL DETAILS – POST 1990 COMMENCEMENT

Please select which of the following you require

- Academic Transcript supplied in your application to UOW
- IELTS Results from your application to UOW
- Other documents from your file, please specify below


### FILE RETRIEVAL DETAILS – PRIOR TO 1990 COMMENCEMENT

Please select which of the following you require

- Statement of Completion
- Other documents from your file, please specify below


### STUDENT SIGNATURE

I acknowledge that I have read and have accepted the conditions outlined in this form.

Student Signature		Date	
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