

RS 06 - Records Services

Request for Archived Student Files



When the form is completed please scan and email to records-services@unimelb.edu.au or print and send to ASF Request, Records Services, Level 6, Raymond Priestley Building.

Archived student files are to be collected and return in person (hand delivered) - Records Services, Level 6, Raymond Priestley Building

The request must allow at least 1 day prior to the required collection date.

TICK APPROPRIATE BOX

- File will be reactivated
- File for temporary use (will be returned to Records Services)

STUDENT DETAILS:

Student Name:	
Student Number:	
Year of Completion:	
Name of Course:	
Accession Number:	
Box Number:	

AUTHORISATION / APPROVAL

Student Files may only be obtained by permission from the Faculty General Manager or Nominee, Head of Department or Nominee.

The file will be marked out to, and remains the responsibility of, the person granting Authorisation

File Requested by:			
Contact (Ext):		Date:	
Authorisation by:			
Signature:		Date:	

File Collected by:	
Collection Date:	