



THE UNIVERSITY OF
MELBOURNE

REQUEST FOR ARCHIVED STUDENT FILES

To obtain Archived Student Files this form must be completed. It is preferred that the request be received by Central Records at least one day prior to the required collection date. This will ensure that we can meet your needs.

Please print out and send the completed form to: ASF Request
Central Records,
6th Floor,
Raymond Priestley Building.

TICK APPROPRIATE BOX

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

Student Number	
Student Name	
Year of Completion	
Course Name	

File Requested by _____ Extension _____

Authorisation granted by _____ Date: _____

*(Please note that 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 to be collected by: _____

Date to be collected: _____

***All Student Files are to be collected and returned by hand delivery only, to Central Records, 6th Floor, Raymond Priestley Building**