

**NOTE. Please show your Student ID card when collecting the document.**

### STUDENT DETAILS

First Name	<input type="text"/>	Student ID	<input type="text"/>
Middle Name	<input type="text"/>	USI	<input type="text"/>
Last Name	<input type="text"/>	Mobile	<input type="text"/>
E-mail	<input type="text"/>		

### DOCUMENT(S) REQUEST

Please tick the document(s) you would like to receive.

#### CERTIFICATE

- 10364NAT Certificate III in Spoken and Written English
- 10365NAT Certificate IV in Spoken and Written English
- BSB30115 Certificate III in Business
- BSB40215 Certificate IV in Business
- BSB50215 Diploma of Business
- BSB60215 Advanced Diploma of Business
- FNS40615 Certificate IV in Accounting
- FNS50215 Diploma of Accounting
- FNS60217 Advanced Diploma of Accounting
- CUA41215 Certificate IV in Screen and Media
- CUA51015 Diploma of Screen and Media
- BSB42415 Certificate IV in Marketing and Communication
- BSB52415 Diploma of Marketing and Communication
- BSB61315 Advanced Diploma of Marketing and Communication

#### STATEMENT OF ATTAINMENT

- 10364NAT Certificate III in Spoken and Written English
- 10365NAT Certificate IV in Spoken and Written English
- BSB30115 Certificate III in Business
- BSB40215 Certificate IV in Business
- BSB50215 Diploma of Business
- BSB60215 Advanced Diploma of Business
- FNS40615 Certificate IV in Accounting
- FNS50215 Diploma of Accounting
- FNS60217 Advanced Diploma of Accounting
- CUA41215 Certificate IV in Screen and Media
- CUA51015 Diploma of Screen and Media
- BSB42415 Certificate IV in Marketing and Communication
- BSB52415 Diploma of Marketing and Communication
- BSB61315 Advanced Diploma of Marketing and Communication

### OTHER DOCUMENTS

- Letter of Confirmation
- Completion Letter
- Release Letter
- Other  
Please specify:

**No document will be processed unless you sign for it. Please allow at least 10 working days for processing your request, especially if it is a certificate request.**

*Student's Signature Here.*

Date Requested:

## OFFICE USE ONLY

Tick and date the tasks as you complete them.

### Student Services Officer

- Retrieve the Student Academic Folder and provide Academic Manager with it.  Check and verify USI
- Forward the form to Academic Manager

Date: \_\_\_\_\_

### Director of Study / Academic Manager

- Cross-check the results in the Student Academic Folder, Moodle and RTOM
- Give the form back to SSO

Date: \_\_\_\_\_

### Student Services Officer

- Check with the accounts if all the fees have been paid

Date: \_\_\_\_\_

### Student Services Officer

- Print the certificate/statement of attainment
- Complete the 'Certificates Issued Log' or 'SoA Issued Log'
- File a copy of the Certificate in 'Issued Certificates Folder'
- Give the form and the Certificate/Statement of Attainment to PEO

Date: \_\_\_\_\_

### Principal Executive Officer

- Sign the Certificate/Statement of Attainment
- Give the form and the Certificate/Statement of Attainment back to SSO

Date: \_\_\_\_\_