

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

- Certificate III in Spoken and Written English
- Certificate IV in Spoken and Written English
- Certificate IV in Business
- Diploma of Business
- Advanced Diploma of Business
- Certificate IV in Accounting
- Diploma of Accounting
- Advanced Diploma of Accounting
- Certificate IV in Screen and Media
- Diploma of Screen and Media

STATEMENT OF ATTAINMENT

- Certificate III in Spoken and Written English
- Certificate IV in Spoken and Written English
- Certificate IV in Business
- Diploma of Business
- Advanced Diploma of Business
- Certificate IV in Accounting
- Diploma of Accounting
- Advanced Diploma of Accounting
- Certificate IV in Screen and Media
- Diploma of Screen and Media

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: _____