



## F.03V10 REQUEST FOR DOCUMENTS FORM

Student Name:  Student ID:

USI Number:  D.O.B:

Email:  Contact No:

Address:

### DOCUMENTS REQUEST

Please tick the appropriate box:

CERTIFICATE     STATEMENT OF ATTAINMENT     ACADEMIC TRANSCRIPT

Please tick the course for which you are requesting the above document:

<input type="checkbox"/> Certificate I in EAL (Access)	<input type="checkbox"/> Certificate IV in Marketing & Communication
<input type="checkbox"/> Certificate II in EAL (Access)	<input type="checkbox"/> Diploma of Marketing & Communication
<input type="checkbox"/> Certificate III in EAL (Further Study)	<input type="checkbox"/> Advanced Diploma of Marketing & Communication
<input type="checkbox"/> Certificate IV in EAL (Further Study)	<input type="checkbox"/> Advanced Diploma of Leadership & Management
<input type="checkbox"/> Certificate IV in Business	<input type="checkbox"/> Certificate III in Light Vehicle Mechanical Technology
<input type="checkbox"/> Diploma of Business	<input type="checkbox"/> Certificate IV in Automotive Mechanical Diagnosis
<input type="checkbox"/> Other course not listed above:	<input type="text"/>

### STUDENT DECLARATION

I understand and accept that for the document requests related to certificates and record of results, Processing will take up to 10-15 (5 working days from the date of my final assessment is required for marking purposes and data entry on the student management system).  
I also understand that:

- I must show my passport when collecting my documents or authorise a proxy in writing to collect my documents
- A request for postal services to deliver this document will incur cost AUD\$20 within Australia- international
- Delivery will be costed subject to location. This fee must be paid at time of application.
- Duplicate Certificates and Statements of Attainment will incur an AUD\$50 fee.

Student Name:  Date received:

### COLLECTION OF DOCUMENTS

Student Name:  Date received:

Office use only:

Finance Department Approval:	<input type="text"/>	Date:	<input type="text"/>
Academic Department Approval:	<input type="text"/>	Date:	<input type="text"/>
Application Processed By:	<input type="text"/>	Date:	<input type="text"/>