

## Certificate & Document Request Form

### Section 1 – Student Details

**I understand that when completing this document, ITI has 30 calendar days to complete this request.**

<b>Name:</b>		<b>Student ID:</b>	
<b>Course Code &amp; Name:</b>		<b>Date:</b>	
<b>USI Number</b>			

**Type of certificate/authorized letter required:**

- Qualification with Transcript
- Statement of Attainment
- Letter of completion

<b>E-mail:</b>		<b>Phone:</b>	
<b>Signature</b>		<b>Date:</b>	

**Please indicate which one of the following options you prefer:**

- Self-Pickup from ITI
- Post (\$15 for local, \$30 for international)

**Please enter your contact details**

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**If self-pick up:** Please pick up from **34 Steel Street, North Melbourne, Vic 3051**

**If by post:**

Postal Address: \_\_\_\_\_

Town/ Suburb: \_\_\_\_\_

State/ Country: \_\_\_\_\_ Postcode: \_\_\_\_\_

<b>Pre-Issue Qualification Checklist</b>	
<b>For official use only:</b>	<b>Sign/Initials</b>
<input type="checkbox"/> Qualification Issue form signed by student	
<input type="checkbox"/> Student name spelling checked	
<input type="checkbox"/> Course start date and finish date checked	
<input type="checkbox"/> Qualification name checked	
<input type="checkbox"/> Course code and CRICOS checked	
<input type="checkbox"/> Name and number of units checked	
<input type="checkbox"/> Student Assessment folder checked	
<input type="checkbox"/> Number of credit transfers checked	
<input type="checkbox"/> Compile results, credit transfers application and qualifications	
<input type="checkbox"/> DOS signature checked	
<input type="checkbox"/> Accounts clearance checked	
<input type="checkbox"/> Signed qualification logbook and register	

**Record Officer's Signature:** \_\_\_\_\_

**Qualification issue date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Date qualification received:** \_\_\_\_/\_\_\_\_/\_\_\_\_