Certificate Request Authority Form

1 of 1

Section 1 – Client Details

Name:		Group number:		Student number:	

Qualification Code/s & Title/s or Course/s Name/s:		Date:	/ /

	STUDENT MUST PROVIDE USI OR NO DOCUMENTS CAN BE PRINTED
	Student USI#:

Section 2 – Certificate Details

Certificate to be Issued:

☐ Nationally Recognised Training (VET)
☐ Non-Nationally Recognised Training (ELICOS)

☐ Qualification (including Transcript of Results)	☐ Letter of Completion
☐ Statement of Attainment	☐ Letter of Attendance

Section 3 – Authorisation

I confirm the information is correct and certification can be issued:

Name:		Position:	Academic Manager
Signature:		Date:	/ /

			Signature:		Date:	
Statement of Attainment Correct:	☐ Yes	☐ No	Signature:		Date:	/ /
Certificate/Letters Correct:	☐ Yes	☐ No	Signature:		Date:	/ /
Admission PRISM Updated:	☐ Yes	☐ No	Signature:		Date:	/ /
Collection of Certificate/Letters informed:	☐ Yes	☐ No	Signature:		Date:	/ /
All Fees Paid:	☐ Yes	☐ No	Signature:		Date:	/ /

Section 4 – Student Declaration

Certificate/Letters Received:	☐ Yes	☐ No	Signature:		Date:	/ /

Section 5 – Office Use Only

SSO Prepared and assisted:		SSO Signature:		Date:	/ /
Certificate/Letters Copy Filed:	☐ Yes ☐ No	Signature:		Date:	/ /

Additional Admin Notes: