

Certificate & Document Request Authority Form

Section 1 – Student Details

I understand that when completing this document that GIC has 7 days to complete this request

Student number:		Student Name:	
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Qualification Code & Title/ Course Name:		Date:	
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Signature:		SMS has USI or no documents can be printed
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Student USI#:	
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Section 2 – Certificate Details

Certificate to be Issued:

Nationally Recognised Training:

Qualification: (including Transcript of Results)

Statement of Attainment:

Letter of Approved Leave:

NON-Nationally Recognised Training:

Letter of Completion:

Letter of Attendance:

Other please state:

Units/ Modules if qualification not completed: (Can be supported by printout from SMS)

Unit/Module Code	Unit/Module Name	RTO Issued

Section 3 – Authorisation Academic Manager or Student Support Officer

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

Name:		Position:	
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Signature:		Date:	
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Certificate Correct:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature:		Date:	
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Certificate/Letters Sent:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature:		Date:	
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Certificate/Letters Copy Filed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature:		Date:	
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Certificate picked up:	<input type="checkbox"/> Yes	Signature of Student:		Date:	
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Finance Officer

All Fees Paid:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Signature:		Date:	
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