

Certificate & Document Request Authority Form

Section 1 – Client Details

I understand that when completing this document that Ultimate Institute of Australia has 7 days to complete this request

Name:		Group number:		Student number:	
Qualification Code & Title/ Course Name:				Date:	
Qualification Code & Title/ Course Name:				SMS has USI or no documents can be printed	
Qualification Code & Title/ Course Name:				Student USI#:	

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

Finance Officer

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