



Student Request Form

Important Information:

Please note that all requests will be processed within 14 working days.

All requests and re-issuing of official completion documents such as Testamurs and Statement of Attainments, pertaining to studies prior to 2020 will incur a fee of \$50. All fields below must be completed.

Personal Details	
Family name:	Request Date:
Given name:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:	Date of Birth:
Email:	Mobile:
COURSE:	QIBA Student ID:
CAMPUS: Brisbane (Margaret St) <input type="checkbox"/> Sydney (Castlereagh St) <input type="checkbox"/> Other (must specify):	
I would like to request:	
<input type="checkbox"/> Testamur (Certificate)	<input type="checkbox"/> Letter of Confirmation
<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Confirmation of Enrolment
<input type="checkbox"/> Course Completion Letter	<input type="checkbox"/> Visitors Invitation Letter
Other (please specify) -	
Student Signature: _____	Date: _____

Office Use Only	
Request received by: _____	Date: _____
Staff signature: _____	
Department Check List for Award Issuance	
<input type="checkbox"/> Student has paid the full course fee.	Finance: _____
<input type="checkbox"/> Successful completion of all units / all assessment signed by trainer and student	VET Academic Manager: _____
<input type="checkbox"/> USI Verified	Admin: _____
<input type="checkbox"/> Student finalised in AXcelerate and dates checked against prisms. Prisms End Date: _____	Admin: _____
Receiving Details	
I hereby declare that I have received the requested documents.	
Student Signature: _____	
Issuing Staff Signature: _____	Date: _____