



## Qualification Issuance Form

This form must be filled for the student eligible for issuance of a Qualification / Statement of Attainment / Completion Letter. Please note that the Qualification will not be issued until the College has been provided with Unique Student Identifier (USI) and been verified. This form may take up to 20 working days to be processed.

### Student's Details:

**Full Name:**

**Student ID:**

**Course Code & Course Name:**

**Document to be issued:**       Full Qualification       Statement of Attainment       Completion Letter

**Any comments, if required:**

**Student Signature:**

**Date:**

### Qualification Issuance Checklist

Action Required	Authorise officer signature	Date
RTO Manager Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Admissions Manager Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Accounts Dept. Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	

### Acknowledgement of Receipt of Document

I hereby acknowledge that I have received the requested document.

**Student Signature:**

**Date:**

### Acknowledgement of Mailing of Document

**Address:**

**Date Posted:**

\_\_\_\_\_  
\_\_\_\_\_

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

