

Certificate Request

STUDENT DETAILS	
Family Name	
Given Name	
Date of birth	
Student ID number	
Email	
Mobile number	
Living address	
I AM APPLYING FOR THE FOLLOWING DOCUMENTS	
☐ Statement of Attainment ☐ Certificate (Testamur) ☐ Transcript (Record of Results)	
THE DOCUMENTS REQUESTED RELATE TO THE FOLLOWING COURSE	
☐ Diploma of Business (Leadership) (CRICOS Course Code: 107162D) ☐ Advanced Diploma of Business (CRICOS Course Code: 107458K) ☐ Certificate III In Light Vehicle Mechanical Technology (CRICOS Code: 109010D) ☐ Certificate III in Heavy Commercial Vehicle Mechanical Technology (CRICOS Code: 116647H) ☐ Certificate IV in Automotive Mechanical Diagnosis (CRICOS Course Code: 109011C) ☐ Diploma of Automotive Technology (CRICOS Course Code: 110572D) ☐ Certificate III in Commercial Cookery (CRICOS Course Code: 115398F) ☐ Certificate IV in Kitchen Management (CRICOS Course Code: 115399E) ☐ Diploma of Hospitality Management (CRICOS Course Code: 115400F) ☐ Certificate III in Carpentry (CRICOS Course Code: 117029D) ☐ Certificate IV in Building and Construction (CRICOS Course Code: 117041H)	
HOW TO RECEIVE THE DOCUMENTS	

☐ Pick up	Once the documents are ready, the Institute admin team will email me. I will pick up the documents MYSELF at Oakleigh Campus 1A Palmerston Grove Oakleigh VIC 3166 Australia.
☐ Post within Australia	Once the documents are ready, the Institute admin team will email me. I will pay A\$25 and provide my Australian postal address. The Institute will send my documents via Australia Post Express Post.
☐ International Post	Once the documents are ready, the Institute admin team will email me. I will pay A\$80 and provide my overseas postal address. The Institute will send my documents via Australia Post International Express.