

CERTIFICATE (TESTAMUR) REQUEST FORM

STUDENT DETAILS	
Family Name	
Given Name	
Date of birth	
Student ID number	
Email	
Mobile number	
Living address	
I AM APPLYING FOR THE FOLLOWING DOCUMENTS	
☐ Completion Letter ☐ 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 COLLECT THE DOCUMENTS	
☐ Pick up	Once the documents are ready, the Institute admin team will email me. I will pick up the documents <u>MYSELF</u> 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.
HOW TO SUBMIT	
Please send this Form to the Innovative Institute of Australia admin team via admissions@innovative.edu.au .	