

**REQUEST FOR DOCUMENTS**  
 INTERNATIONAL STUDENT  DOMESTIC STUDENT

**STUDENT DETAILS**

Student ID Number:  USI no.  Date of Birth:   
 Family Name:  Given Name:

**COURSE DETAILS**

Course Code:  Course Name:

**REQUEST FOR OFFICIAL DOCUMENT(S)**

Please tick appropriate box(es)

<input type="checkbox"/> Certificate II & Record of Results* <sup>1</sup>	<input type="checkbox"/> Invitation letter
<input type="checkbox"/> Certificate III & Record of Results* <sup>1</sup>	Name of invitee 1: <input type="text"/>
<input type="checkbox"/> Certificate IV & Record of Results* <sup>1</sup>	Relationship: <input type="text"/>
<input type="checkbox"/> Diploma & Record of Results* <sup>1</sup>	Name of invitee 2: <input type="text"/>
<input type="checkbox"/> Statement of Attainment*	Relationship: <input type="text"/>
<input type="checkbox"/> Percentage of study letter*	Name of invitee 3: <input type="text"/>
<input type="checkbox"/> Confirmation of study letter	Relationship: <input type="text"/>
<input type="checkbox"/> Other (please specify) _____	

\*For these documents - it is compulsory for students to attach their training plan and supply a Unique student identifier (USI) - incomplete requests will be rejected.  
<sup>1</sup>For these documents, the date recorded for the final satisfactory assessment of the course will be the actual completion date of the qualification.

**STUDENT DECLARATION**

**PART A:**

Are you requesting a Certificate & Record of Results; or Statement of Attainment; Or Interim Record of Results\*?  Yes, What is the end date of your final unit of competency   
 No, Refer Part B

\*I understand and accept that the processing will take up to 10 –15 working days (as 5 working days from the date of my final assessment is required for marking purposes and data entry on to the student management system). NB: You must attach supporting evidence for any 'URGENT' matters to be considered.

**PART B:**

I understand and accept that:

- All other documents will take up to 3 working days from the date of receiving the request for documents form and supporting evidence must be provided for any 'URGENT' matters.
- All the archived documents and certificates will take up to 20 working days from the date of receiving the request for documents form.

**PART C:** I also understand (for any request) that:

Official documents will be issued provided all agreed fees owed to ATMC have been paid. I must show ID or authorise a proxy in writing to collect my documents. Any request to deliver documents via registered post will incur a postage cost of \$20 (within Australia) or be subject to location (overseas postage) and is payable at time of application. Replacement cost of a Certificate, Record of Results or Statement of attainment will be \$30. International students, in the case of early completion eCOEs with ATMC will be reported via PRISMS within 31 days from the course completion date.

Student Signature:  Date:

**UPON COLLECTION OF DOCUMENTS**

Student Signature:  Date:  Given by:

**FOR OFFICE USE ONLY**

Date of Submission:  Administrator Name:  Signature:   
<sup>1</sup>Student Support Officer Approval:  Date:   
<sup>2</sup>Finance Department Update by:  Date:   
 Verification done by:  Date:   
 Update data that student has completed:  Cert II  Cert III  Cert IV  Diploma

**DEADLINE FOR DOCS:**  **AMOUNT TO PAY:**

Australian Technical and Management College Pty. Ltd.  
 Trading as Australian Technical and Management College  
 470 Bourke Street, Melbourne VIC 3000  
 Phone: +61 3 8327 3100 Email: [info@atmc.edu.au](mailto:info@atmc.edu.au) Website: [www.atmc.edu.au](http://www.atmc.edu.au)  
 ABN: 73 130 044 745 RTO No: 22158 CRICOS: 03013D