

REQUEST FOR DOCUMENTS

INTERNATIONAL STUDENT DOMESTIC STUDENT

STUDENT DETAILS

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

COURSE DETAILS

Course Name: [] Course Code: []

REQUEST FOR OFFICIAL DOCUMENT(S)

Please tick appropriate box(es)

Certificate I & Record of Results*¹ Work experience letter
 Certificate II & Record of Results*¹ Confirmation of study letter
 Certificate III & Record of Results*¹ Other (please specify) []
 Certificate IV & Record of Results*¹ Invitation letter - Relationship to Applicant: []
 Diploma & Record of Results*¹ Name of Invitee: []
 Interim Record of Results* Given Name: []
 Statement of Attainment* Family Name: []
 Percentage of study letter*

*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.
¹For 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 Baxter 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 Baxter Institute 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: []
¹Student Support Officer Approval: [] Date: []/ []/ []
²Finance Department Update by: [] Date: []/ []/ []
Verification done by: [] Date: []/ []/ []
Update data that student has completed: Cert I Cert II Cert III Cert IV Diploma

DEADLINE FOR DOCS: [] AMOUNT TO PAY: []

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