



Request for Documents

This form is used to request and re-issue of certificate and/or statement of attainment, completion letter, enrolment letter, holiday letter and other letters.

1. PERSONAL DETAILS

| | | | | | |
|-----------------|--|-------------|--------|----------------|--|
| Student ID: | | USI no: | | Date of Birth: | |
| Family Name: | | Given Name: | | | |
| Postal Address: | | Town/City: | State: | Postcode: | |
| Mobile: | | Email: | | | |

Part A: REQUEST FOR CERTIFICATE, STATEMENT OF ATTAINMENT (SOA), COMPLETION LETTER

Please tick type of award and course that you are applying for:

| Certificate | SOA | Completion letter | Course Code | Course name |
|-------------|-----|-------------------|-------------|---|
| | | | Non AQF | General English I |
| | | | Non AQF | General English II |
| | | | Non AQF | General English III |
| | | | Non AQF | General English IV |
| | | | Non AQF | General English V |
| | | | Non AQF | English for Academic Purposes I |
| | | | Non AQF | English for Academic Purposes II |
| | | | Non AQF | English for Academic Purposes III |
| | | | BSB42015 | Certificate IV in Leadership and Management |
| | | | BSB40520 | Certificate IV in Leadership and Management |
| | | | BSB51918 | Diploma of Leadership and Management |
| | | | BSB50420 | Diploma of Leadership and Management |
| | | | BSB61015 | Advanced Diploma of Leadership and Management |
| | | | BSB60420 | Advanced Diploma of Leadership and Management |
| | | | BSB41015 | Certificate IV in Human Resources |
| | | | BSB40420 | Certificate IV in Human Resource Management |
| | | | BSB50618 | Diploma of Human Resources Management |
| | | | BSB50320 | Diploma of Human Resource Management |
| | | | BSB80120 | Graduate Diploma of Management (Learning) |

Part B: REQUEST FOR OTHER LETTERS

Please tick type of letters that you are applying for:

Enrolment Letter Holiday Letter Other (Please specify) _____



2. STUDENT DECLARATION

Part A:

- It is compulsory for students to provide a Unique student identifier (USI) - incomplete requests will be rejected.
- 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).
- All the archived documents and certificates will take up to 20 working days from the date of receiving the request for documents form.

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.

Part C:

- I understand (for any request) that official documents will be issued provided all agreed fees owed to Melbourne Education Institute have been paid. I must show ID or authorise a proxy in writing to collect my documents.
- I understand that 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. Reissue fee of a Certificate, Record of Results or Statement of attainment will be \$150 and is non-refundable.

| UPON REQUEST OF DOCUMENTS | | | | UPON COLLECTION OF DOCUMENTS | | | |
|---------------------------|--|-------|--|------------------------------|--|-------|--|
| Student Signature: | | Date: | | Student Signature: | | Date: | |

| OFFICE USE ONLY | | | |
|---|--|-------------|------------|
| Application received by | | Staff name: | Signature: |
| Academic Department Approval <i>* For Certificate, SOA & Completion letter requests only</i> | | Staff name: | Signature: |
| Finance Department Approval | Outstanding fees <input type="checkbox"/> Yes, \$_____, paid <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No Re-issue fee paid <input type="checkbox"/> Yes <input type="checkbox"/> No | Staff name: | Signature: |
| Application processed <i>Student file and SMS updated</i> | | Staff name: | Signature: |