

Request for Documents Form

(No official documents will be issued unless all owing fees are fully paid)

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms		Date of birth:	
Given name:		Surname:	
Student ID			
Postal address:			
Home/Mobile No.:			
Email:			
<u>Document required</u>			
Current/Continuing students:			
<input type="checkbox"/> Interim transcript (1 copy, no charge)			
<input type="checkbox"/> Official Transcript and Testamur (1 copy, no charge)			
<input type="checkbox"/> Letter of completion (1 copy, no charge)			
Graduated/ Former students:			
<input type="checkbox"/> Official Transcript and Testamur (1 copy \$30)			
<input type="checkbox"/> Letter of completion (1 copy, no charge)			
Other documents (Please specify here):			
Postage		<input type="checkbox"/> Domestic mail \$20	
		<input type="checkbox"/> International address (Charges vary subject to regions): \$AU_____	
<input type="checkbox"/> I would like to collect this document personally.		Date ordered: / /	
<input type="checkbox"/> An authorised person will collect my document. (Requested document will only be given to a third party upon a letter of authorisation and proof of identity shown.)			
<input type="checkbox"/> I would like the GBCA to post my document to the given address.			
Total Amount			\$
Payment Methods			
<input type="checkbox"/> MasterCard/Visa <input type="checkbox"/> Cheque <input type="checkbox"/> Money order <input type="checkbox"/> EFTPOS <input type="checkbox"/> Cash			
Cardholder's name:		Expiry date: / /	
Card Number:			
CCV:		Cardholder's signature:	

For office use only:

- Admin staff check assessment records against wisenet.
- Admin staff verified student's USI.
- Admin staff record the certification number on the Issued Certification Register.

Admin staff name: _____ Signature: _____

Training manager check student file. Signature: _____ Date: __/__/__

Finance manager confirm no outstanding fees. Signature: _____ Date: __/__/__

