



Certificate & Document Request Authority Form

Section 1 – Student Details

I understand that when completing this document that OPIE has 30 days to complete this request.

Name:		Student ID:	
Course Code & Name:		Date:	
Type of certificate/authorised letter required:			
<input type="checkbox"/> Qualification with Transcript			
<input type="checkbox"/> Statement of Attainment			
<input type="checkbox"/> Letter of completion			
E-mail:		Phone:	
Signature		Date:	
Please indicate which one of the following options you prefer:		Please enter your contact details	
<input type="checkbox"/> Self-Pickup from OPIE		Phone Number: _____	
<input type="checkbox"/> By Post (\$15 for local, \$30 for international)		Email: _____	
<input type="checkbox"/> Nominating a different person to collect on behalf			
If self pick up: Please pick up at 67 Jeffcott Street, West Melbourne 3003			
If by post:			
Postal Address: _____			
Town/ Suburb: _____			
State/ Country: _____ Postcode: _____			
If nominating a different person:			
Nominee's Name: _____			
E-mail: _____ Phone: _____			
Signature: _____ Date: _____			



Pre Issue Qualification Checklist

For official use only:

Sign

<input type="checkbox"/> Qualification Issue form signed by student	
<input type="checkbox"/> Student name spelling checked	
<input type="checkbox"/> Course start date and finish date checked	
<input type="checkbox"/> Qualification name checked	
<input type="checkbox"/> Course code and CRICOS checked	
<input type="checkbox"/> Name and number of units checked	
<input type="checkbox"/> Student Assessment folder checked	
<input type="checkbox"/> Number of credit transfers checked	
<input type="checkbox"/> Compile results, credit transfers application and qualifications	
<input type="checkbox"/> DOS signature checked	
<input type="checkbox"/> Accounts clearance checked	
<input type="checkbox"/> Signed qualification log-book and register	

Record Officer's Signature: _____

Qualification issue date: ____/_____/_____

Student's Signature: _____

Date qualification received: ____/_____/_____