



# GLOBAL INSTITUTE

RTO No. 41102 | CRICOS Provider Code: 03538G

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## Student Request Form

Student ID	
Last Name	
First Name	
Date of Birth	
Address in Australia	Unit:                      Street: Suburb:                      Postcode:
Mobile	
Email	

Please tick which document you applying for:

### ( ) Certificate

### ( ) Statement of Attainment

<input type="checkbox"/> Certificate IV in Leadership and Management	<input type="checkbox"/> Certificate IV in Hospitality
<input type="checkbox"/> Diploma of Leadership and Management	<input type="checkbox"/> Diploma of Hospitality Management
<input type="checkbox"/> Adv. Diploma of Leadership and Management	<input type="checkbox"/> Adv. Diploma of Hospitality Management
	<input type="checkbox"/> Certificate IV in Commercial Cookery

### ( ) Other Documents

- |   |   |
|---|---|
| <input type="checkbox"/> Verification Letter    | <input type="checkbox"/> Change the class       |
| <input type="checkbox"/> Completion Letter      | <input type="checkbox"/> Change the intake date |
| <input type="checkbox"/> Attendance Letter      |   |
| <input type="checkbox"/> Other (Please specify) |   |

Student Signature	Date Requested
	/                      /

#### Please Note

- Please allow a 5 working days for processing documents.
- Please allow minimum of 20 working days for processing the certificate request.
- All outstanding fees must be paid before requesting any documents.
- Extra fees incurred for requesting some documents (please refer to student handbook).