



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

() 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"/> Other (Please specify) E.g: Verification letter with academic result | |

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).