

DOCUMENT REQUEST FORM

First Name:

Last Name:

Date:

Student Number:
(see your ID card)

Mobile:

Email:

I would like to request the following form(s):

Certificate Request: General English (Please write level: _____)

Certificate Request: IELTS

Certificate Request: EAP

Holiday Confirmation Letter

Confirmation of Study Letter

Other: _____

OFFICE USE ONLY			
Outcome:	<input type="radio"/> Approved <input type="radio"/> Not Approved	Comments:	
RTO Manager Update:	<input type="radio"/> Yes <input type="radio"/> No		
Received & Processed By:		Processed Date:	/ /

NOTE: This Application will be considered and processed in accordance with ELICOS Standard 2018 's Policy and procedure (Standard 4) on issuing certificates.