



BARKLY INTERNATIONAL COLLEGE

CRICOS PROVIDER NUMBER 03136D (VIC)
RTO PROVIDER NUMBER 22238

F.03V11 Request For Documents Form

Student Name: Student ID:

USI Number: D.O.B:

Email: Contact No:

Address:

DOCUMENTS REQUEST

Please tick the appropriate box:

- CERTIFICATE STATEMENT OF ATTAINMENT ACADEMIC TRANSCRIPT

Please tick the course for which you are requesting the above document:

- | | |
|---|---|
| <input type="checkbox"/> SIT30816 Certificate III in Commercial Cookery | <input type="checkbox"/> BSB60520 Advanced Diploma of Marketing & Communication |
| <input type="checkbox"/> SIT40516 Certificate IV in Commercial Cookery | <input type="checkbox"/> BSB60420 Advanced Diploma of Leadership & Management |
| <input type="checkbox"/> BSB40120 Certificate IV in Business | <input type="checkbox"/> AUR30620 Cert III in Light Vehicle Mechanical Technology |
| <input type="checkbox"/> BSB50120 Diploma of Business | <input type="checkbox"/> AUR40216 Cert IV in Automotive Mechanical Diagnosis |
| <input type="checkbox"/> BSB80120 Graduate Diploma of Management (learning) | <input type="checkbox"/> AUR50216 Diploma of Automotive Technology |
| <input type="checkbox"/> BSB40820 Certificate IV in Marketing & Communication | <input type="checkbox"/> English for Academic Purposes (EAP) |
| <input type="checkbox"/> BSB50620 Diploma of Marketing & Communication | <input type="checkbox"/> IELTS |
| <input type="checkbox"/> General English (Level) <input type="text"/> | |

STUDENT DECLARATION

I understand and accept that for the document requests related to certificates and record of results, Processing will take up to 10-15 (5 working days from the date of my final assessment is required for marking purposes and data entry on the student management system).

I also understand that;

- I must show my passport when collecting my documents or authorise a proxy in writing to collect my documents
- A request for postal services to deliver this document will incur cost AUD\$20 within Australia- international
- Delivery will be costed subject to location. This fee must be paid at time of application.
- Duplicate Certificates and Statements of Attainment will incur an AUD\$50 fee

Student Name: Date Applied:

COLLECTION OF DOCUMENTS(s)

Student Name: Date Received:

Office Use Only

Finance Department Approval:	<input type="text"/>	Date:	<input type="text"/>
Academic Department Approval:	<input type="text"/>	Date:	<input type="text"/>
Passport Checked & Approved:	<input type="text"/>	Date:	<input type="text"/>

Document Information

Title:	F.03V11 Request for Documents Form	Version No:	V11.0
Author:	Barkly International College Pty Ltd	Date Created:	January 2018
Reviewer:	Evelin Cruz	Date reviewed:	November 2022
Department:	Administration	Next Review date:	December 2023

