Certificate Request Form

This form must be used by students applying for the issue of a completed qualification or statement of attainment. If completed qualification applications are lodged in any other way the applicant will be contacted by WMIT and required to complete the Certificate Request Form.
The course credentials will not be issued in case of outstanding fee.

Student details

Student Name: Student ID:

Date of Application: /   /   Course:

Request Details

- ☐ Qualification (including Transcript of Results)
- ☐ Statement of Attainment (if qualification is not completed)
- ☐ Replacement Certificate
- ☐ Replacement Statement of Attainment
- ☐ Certificate of Attendance
- ☐ Certificate of Completion

Student Signature

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Office use only

Student Administration

I certify that I have checked the student file, the attached transcript (which has been signed and dated by me) and the requirements for the qualification applied for. On the basis of these checks I certify that the above named student has completed the requirements for:

☐   Issue of the following qualification ....

☐   Issue of a Statement of Attainment for the units on the attached transcript

Staff Name: Student ID:

Date:

Chief Executive Officer approval to issue the qualification/SOA.

CEO Signature: Date: