Students who have completed their studies and are wishing to receive their certificate should fill out the following information. This form can then be submitted in hard or soft copy to Sapience College (SC).

Personal Information

Student Name:

Course:

Student Number:

Type of certificate required (Certificate / SoA / Authorised letter)

Unique Student Identifier (USI):

Email:

Phone Number:

Signature: _____ Date: _____

Qualification Collection

Please indicate which one of the following options you prefer

☐ **Self-pick-up from SC**

☐ **By post ($15 for local registered post)**

☐ **Nominating a different person to collect on your behalf**

If by Post: Please enter delivery address

Postal Address:

Town/Suburb:

State/Country:

Postcode:

If nominating a different person:

Nominee's Name:

Email:

Phone Number:

Signature: Date:

Pre-Issue Qualification Checklist
For official use only:

DESCRIPTION	AUTHORISED SIGNATURES
☐ Qualification Issue form signed by student	
☐ Student name spelling checked	
☐ Course start date and finish date checked	
☐ Course Title checked	
☐ Course code and name checked	
☐ Unit codes and titles checked	
☐ Student Assessment Record checked	
☐ Number of credit transfers checked	
☐ Unique Student Identifier (USI) Checked	
☐ Accounts clearance checked	
☐ CEO Signature checked	
☐ Nominee Signed qualification log-book and register (in case of collected by the nomination of student)	

Admin Officer's Signature: _____

Qualification issue date:

Student's / Nomination Signature: _____

Date qualification received: _____