



Document Request Form

Instructions for the Student: Complete the following section and submit the form to Student Administration

First Name		Last Name	
Student ID		Date of Birth	
Documents Requested	<input type="checkbox"/> Certificate		<input type="checkbox"/> Completion Letter
	<input type="checkbox"/> Statement of Attainment		<input type="checkbox"/> Letter of Enrolment
	<input type="checkbox"/> Course Progress Letter		<input type="checkbox"/> Any Other, (please specify)
Course Name			
Course Start Date: / /		Course End Date: / /	
Surveys Completed and attached: <input type="checkbox"/> AQTF Learner Survey <input type="checkbox"/> MCBT End of Course Survey			
Supporting Documents Provided by the Student for issuance of Letters: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Student Declaration			
<ul style="list-style-type: none"> Your payments must be up to date for your request to be processed. Complete and attach the AQTF Learner Survey and MCBT End of Course Survey with this request form. MCBT will endeavour to issue your Qualification/SOA within 10 Working days from the date of the submission of your form provided you have successfully achieved competencies in the course/units and cleared all your due fees for the course for which you have submitted this request. Non-submission of assignments will delay process of producing Statement of Attainment. After filling the form and survey, kindly verify the documents duly completed at the reception. 			
<input type="checkbox"/> I declare that the information mentioned above, I have read and understand.			
Student Signature			
Student name		Date:	

Office use only (Please ensure that the following requirements are met for each of the document)

FEE Clearance	All Dues paid <input type="checkbox"/> Yes <input type="checkbox"/> No, (pending amount \$.....)
Finance Officer Sign:	Date:
Academic Officer	<input type="checkbox"/> Academic file has all the assessments <input type="checkbox"/> Have the results for all the assessments <input type="checkbox"/> All results accurately recorded in the WISENET <input type="checkbox"/> Credit Transfer Units Checked on WISENET & file <input type="checkbox"/> Certificate can be issued.
Sign:	Date: / /
Admin Officer	<input type="checkbox"/> Admin file has all the student documents
Sign:	Date: / /

Student and Admin to Complete (at the time of Collection)

Document Received	<input type="checkbox"/> Statement of Attainment	<input type="checkbox"/> Certificate
	<input type="checkbox"/> Completion Letter	<input type="checkbox"/> Letter of Enrolment
	<input type="checkbox"/> Course Progress Letter	<input type="checkbox"/> Any Other, (please specify)
Student Signature:		Date:
Admin Signature		Date:
<i>Note: Please file this completed form and the copy of the documents on the Student Admissions File.</i>		