



## Document Request Form

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

<b>First Name</b>		<b>Last Name</b>	
<b>Student ID</b>		<b>Date of Birth</b>	
<b>Documents Requested</b>	<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)
<b>Course Name</b>		<b>Last Attended Class Date</b>	
<b>Course Start Date:</b> /     /		<b>Course End Date:</b> /     /	
<b>Surveys Completed and attached:</b> <input type="checkbox"/> AQTF Learner Survey <input type="checkbox"/> MCBT End of Course Survey			
<b>Supporting Documents Provided by the Student for issuance of Letters:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Student Declaration</b>			
<ul style="list-style-type: none"><li>Your payments must be up to date for your request to be processed.</li><li>Complete and attach the AQTF Learner Survey and MCBT End of Course Survey with this request form.</li><li>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 the process of producing Statement of Attainment.</li><li>After filling in the form and survey, kindly verify the documents duly completed at reception.</li></ul> <input type="checkbox"/> I declare that the information mentioned above, I have read and understand.			
<b>Student Signature</b>			
<b>Student name</b>		<b>Date:</b>	

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

<b>FEE Clearance</b>	<b>All Dues paid</b> <input type="checkbox"/> Yes <input type="checkbox"/> No, (pending amount \$. .....)
<b>Finance Officer Sign:</b> <b>Date:</b>	
<b>Academic Officer</b>	<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.
<b>Sign:</b>	<b>Date:</b> /     /
<b>Admin Officer</b>	<input type="checkbox"/> Admin file has all the student documents
<b>Sign:</b>	<b>Date:</b> /     /

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

<b>Document Received</b>	<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)
<b>Student Signature:</b>		<b>Date:</b>
<b>Admin Signature</b>		<b>Date:</b>
<b>Note: Please file this completed form and copy of the documents on the Student Admissions File.</b>		