Document Verification Form

According to Clause 3.5 Standards for Registered Training Organisations (RTOs) 2015, Australian Skills Quality Authority (ASQA) requires Registered Training Organisations (RTOs) to provide credit on the basis of a qualification, statement of attainment or record of results after authenticating the information to confirm the content is valid.

With the consent from _____ , McGill Institute Australia would like to confirm the validity of the qualification(s) / statement(s) of attainment / record of results (as attached together with this letter) which was/were issued by your organisation.

STUDENT DETAILS

Name: _____   **Last Name:** _____

Student ID: _____   **Date of Birth** (dd/mm/yyyy)**:** _____

Email: _____   **Phone:** _____

I, _____ authorise McGill Institute Australia to contact the issuing RTO to verify the attached documents which I submitted in support of my application for Credit Transfer.

Student's signature: [   ]   Date _____

Please complete this section and email a scanned copy of this form to **admissions@mcgill.edu.au.**

ISSUING REGISTERED TRAINING ORGANISATION

The Qualification(s) / Statement(s) of Attainment / Record of Results is:

☐ VALID

☐ NOT VALID

Name of person verifying: _____   Position: _____

Contact Number: _____   Email: _____

Signature of person verifying: [   ]   Date: _____

McGill Institute Australia

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