

Canberra Institute of Technology

Entry Requirement Evidence

Each course at CIT has entry advice that outlines the prior skills and knowledge you may need to complete the course. Some of these are advice only, others are mandatory.

If prior skills and knowledge are essential this will be clearly stated in the course information and you will have to provide evidence that you meet the entry requirements to CIT.

Instructions

- ▶ If entry requirements are mandatory and the type of evidence you need is not on the course information contact CIT Student Services (details over page) to find out what sort of evidence you may need to supply
- ▶ Fill in the form below and list each piece of evidence
- ▶ Provide certified copies of each piece of evidence
- ▶ Include this form with the evidence you provide

CIT number (if available) CIT

Your name (please print)

Contact number (we may need more information)

Course name

Course code (note: you will find this information on the course search on the CIT website)

Description of Evidence

Eg Letter from supervisor outlining my work duties

Certifying your documents

Go to List of Signatories (www.ag.gov.au/Publications/Statutory-declarations/Pages/List-of-authorized-witnesses.aspx) to find out who can certify your documents

The certifying authority must state on the copy of the document:

"I certify that I have sighted the original document and this is a true copy of the original document and that {applicant's name} is the valid holder of this document."

The certifying authority must include their:

- ▶ name
- ▶ address
- ▶ signature
- ▶ qualification
- ▶ date

If you have any question contact CIT Student Services on **(02) 6207 3188**.

Pre-requisites

Pre-requisites are subjects you need to complete before going on to another subject. If you have completed these at CIT you do not need to do anything. If you have completed them somewhere else you will have to apply for a Credit Transfer. Contact CIT Student Services for more information.

How to submit your documents

When completed send this form and all certified copies to:

CIT Student Services

Email: infoline@cit.edu.au

OR

Address Canberra Institute of Technology
CIT Student Services
GPO Box 826
CANBERRA ACT 2601

You can also provide them in person at any CIT Student Services.

All personal information provided will be handled confidentially in accordance with the *Information Privacy Act 2014*.

Details provided may be checked with or supplied to other authorised agencies eg. Centrelink and NCVET where necessary or required by law.

OFFICE USE ONLY	ID documents verified by:
	Name: <input type="text"/>
	Signature: <input type="text"/>
Date: <input type="text"/>	