UTF04—Student File Checklist

Please attach this form inside the student file.

Student Full Name	
Student ID	
Course enrolled:	
Contact number:	
Mode of training:	☐ Face to face ☐ Workplace

- ☐ Application form
- ☐ Copy of ID
- ☐ Invoice
- ☐ Training plan—applicable for course duration more than 3 months (signed by student and UTAIT)
- ☐ National Student Unique Identifier _____
- ☐ Credit Transfer Application Form (If applicable) and Evidence to claim Credit Transfer (Statement of Attainment)
- ☐ RPL Application Form (If applicable) and RPL assessment kit signed by students and assessor for each unit being assessed
- ☐ Other: _____

Communication log

Please record any communication with students in regards to administrative matters. (counselling, fee, complains…)

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