

## UTF04—Student File Checklist

Please attach this form inside the student file.

Student Full Name	
Student ID	
Course enrolled:	
Contact number:	
Mode of training:	<input type="checkbox"/> Face to face <input type="checkbox"/> 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...)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.