



Sydney Institute of Interpreting & Translating

Address: Suite 206, 4 Goulburn Street Sydney NSW 2000 Australia
Tel : 61 2 9283 5759 Fax: 61 2 9264 2380 E-mail: info@siit.nsw.edu.au

Student Interview Request Form

Student Details			
Student ID		Gender	
Student Name		Date of Birth	
Information in Australia			
Address			
Contact No:		Email	
Course Enrolled		Intake Date	
Interview appointment detail			
Preferred Date			
Reasons for the interview with SIIT staff members			
For Office Use Only			
Received by:	(SIIT Officer's Signature)	Date	
Followed by:	(SIIT Officer's Signature)	Date	
Confirmation of the appointment		Yes	No
Was the student notified of the outcome by letter or e-mail?		Yes	No
Were the documents put in the file of the student?		Yes	No
Recorded leave on the Institute database?		Yes	No
Student Signature & Date			
Comments:			

SIIT: A Bridge across Cultures!



Sydney Institute of Interpreting & Translating

Address: Suite 206, 4 Goulburn Street Sydney NSW 2000 Australia
Tel : 61 2 9283 5759 Fax: 61 2 9264 2380 E-mail: info@siit.nsw.edu.au

Interview Form (Office Use Only)

Interview Records		
Interview Outcome/Action		
Follow-up status		
Student's Signature: _____ Date: _____		
Was the student notified of the outcome by letter or e-mail?	Yes	No
Recorded interview records and outcome on the Institute database?	Yes	No
Copy kept in the student's file?	Yes	No
Authorised Officer Print Name		
Authorised Officer Signature and Date		

SIIT: A Bridge across Cultures!