



## Confirmation of Aboriginal and/or Torres Strait Islander Descent (CATSID) Coversheet

This coversheet must be used when submitting documentary evidence to confirm your Aboriginal and Torres Strait Islander descent at QUT. Confirmation is required to access Indigenous-specific services, programs, opportunities and support offered through the University. Please contact [Oodgeroo Unit](#) or [Carumba Institute](#) if you have any questions.

### Applicant details

<b>Name</b>	First name	Last name	
<b>Other names</b>	maiden / community / traditional name		
<b>Student Number</b>		<b>Phone</b>	
<b>Email</b>			
<b>Student type</b>	<input type="checkbox"/> Commencing	<input type="checkbox"/> Continuing	<input type="checkbox"/> Returning

### Documentary evidence attached

In accordance with QUT's policy ([E/3.4](#)), the following documentation may be accepted by QUT as evidence to confirm your Aboriginal and/or Torres Strait Islander descent. Only completed documentation will be accepted.

Please indicate (✓) which documents are attached:	
<input type="checkbox"/>	Confirmation of Aboriginal and/or Torres Strait Islander descent document provided by an incorporated Aboriginal and/or Torres Strait Islander community organisation that is stamped with the organisation's common seal of certification.
<input type="checkbox"/>	Copy of your parent's Confirmation of Aboriginal and/or Torres Strait Islander descent document; and
<input type="checkbox"/>	a copy of your birth certificate showing their relationship to the parent;
<input type="checkbox"/>	A letter or other evidence from a Native Title Prescribed Bodies Corporate or Aboriginal Land Trust, registered with the National Native Title Tribunal confirming they are a Land Trustee or native title holder; or
<input type="checkbox"/>	<a href="#">Statutory Declaration</a> declaring your Aboriginal and/or Torres Strait Islander descent (as defined in <a href="#">E/3.4.5</a> ), accompanied by either: ( <i>choose at least one</i> ) <ul style="list-style-type: none"><li><input type="checkbox"/> a letter from an Aboriginal and/ or Torres Strait Islander Community Education Counsellor or Aboriginal and Torres Strait Islander Education Worker from the school they attended (with contact details provided); or</li><li><input type="checkbox"/> evidence of previous acceptance of the student's Aboriginal and/ or Torres Strait Islander descent from an Aboriginal and Torres Strait Islander support centre at another university or TAFE institution, on the organisation's letterhead; or</li><li><input type="checkbox"/> a letter or other evidence from a Native Title Prescribed Bodies Corporate or Aboriginal Land Trust, registered with the National Native Title Tribunal confirming they are a Land Trustee or native title holder; or</li><li><input type="checkbox"/> a letter signed by an elected Councillor from a community within the Torres Strait Island Regional Council local government area.</li><li><input type="checkbox"/> a letter signed by an executive leader (e.g. CEO) or board member of an incorporated Aboriginal and/or Torres Strait Islander community organisation, on the organisation's letterhead;</li><li><input type="checkbox"/> a letter from an executive leader (e.g. CEO) or board member at Link Up QLD or another Indigenous Australian family reunification service, on the organisation's letterhead.</li></ul>

### Document management

All personal information will be managed in accordance with QUT's records management policy ([F/6.1](#)). Only this coversheet will be saved on QUT's QRecords. Please indicate how you would like your CATSID documentation managed. NOTE: If you do not mark your preference below, all documentation will be destroyed six months after lodgement.

Please indicate (✓) how you would like your documents to be managed:		
<input type="checkbox"/> Secure disposal	<input type="checkbox"/> Available for collection	<input type="checkbox"/> Returned via post (provide address below)
Mailing address:		

### Declaration

I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in delays in processing or my request being denied.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Internal Use Only**

Processing Officer: \_\_\_\_\_

Receipt date: \_\_\_\_\_

**ASSESSMENT CHECKLIST**

Assessment Date: \_\_\_\_\_

- Checklist:**
- Applicant details section is complete
  - Documentary evidence is valid and complete, with certified copies provided.
  - Statutory Declaration (if applicable) is valid and complete, and includes:
    - full statement of identity (addressing all criteria)
    - certified copy of supporting documentation
    - signature of applicant
    - signature of witness
  - Supporting letters are printed on the organisation's letterhead.
  - Instructions regarding retention or disposal of documentation is complete.
  - Declaration has been acknowledged and signed by the Applicant.

**Assessment Recommendation:** MORE INFORMATION REQUIRED: YES / NO      Date requested: \_\_\_ / \_\_\_ / \_\_\_  
RECOMMENDED / NOT RECOMMENDED      Date progressed: \_\_\_ / \_\_\_ / \_\_\_

**Comments:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPROVAL**

**Approving Officer (or their delegate)**      Confirmation status:      APPROVED / NOT APPROVED       DISCRETIONARY DECISION

\_\_\_\_\_  
Approving Officer's name      Position

\_\_\_\_\_  
Signature      Date: \_\_\_ / \_\_\_ / \_\_\_

**CLOSE FILE**

**Student notified of outcome:**       Date email sent: \_\_\_ / \_\_\_ / \_\_\_

**Status updated in SAMS:**       Date updated: \_\_\_ / \_\_\_ / \_\_\_      File ref: \_\_\_\_\_

**QRecords Ref:** \_\_\_\_\_ *(Save Coversheet in QRecords after delegate has approved)*

**NOTES**

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