

**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*](https://www.qut.edu.au/about/oodgeroo) *or* [*Carumba Institute*](https://www.qut.edu.au/research/carumba-institute) *if you have any questions.*

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| **Applicant details** |
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| **Name** | First name | Last name |
| **Other names** | maiden / community / traditional name |
| **Phone / Mobile** |  |
| **Email** |  |
| **Student Number** |  |
| **Student type** | 🞎 New | 🞎 Existing | 🞎 Returning |

**Documentary evidence attached**

In accordance with QUT’s policy ([E/3.4](https://www.mopp.qut.edu.au/E/E_03_04.jsp)), 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.

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| **Please indicate (✓) which documents are attached:** |
| 🞎 | 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. |
| 🞎🞎 | Copy of your parent’s Confirmation of Aboriginal and/or Torres Strait Islander descent document; and a copy of your birth certificate showing their relationship to the parent; |
| 🞎 | 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 |
| 🞎 | Statutory Declaration declaring your Aboriginal and/or Torres Strait Islander descent (as defined in [E/3.4.5](https://www.mopp.qut.edu.au/E/E_03_04.jsp)), accompanied by either: (*choose at least one*) |
|  | * 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);
* 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;
* 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;
* 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.
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**Document management**

All personal information will be managed in accordance with QUT’s records management policy ([F/6.1](https://www.mopp.qut.edu.au/F/F_06_01.jsp)). 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 after six months of lodgement.

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| **Please indicate (✓) how you would like your documents to be managed:**  |
| 🞎 Secure disposal | 🞎 Available for collection  | 🞎 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: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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| **Internal Use Only** |
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| **Processing Officer:** |  | **Receipt date:** |  |  |
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| **ASSESSMENT CHECKLIST** |
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| **Assessment Date:** |  |  |
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| **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. |  |
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| **Assessment****Recommendation:** | MORE INFORMATION REQUIRED: YES / NO Date requested: \_\_\_ / \_\_\_ / \_\_\_ APPROVED / NOT APPROVED Date progressed: \_\_\_ / \_\_\_ / \_\_\_ |  |
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| **Comments:** |  |  |
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| **APPROVAL** |
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| **Approving Officer (or their delegate)** | **Confirmation status:** APPROVED / NOT APPROVED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Approving Officer’s name Position­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_Signature Date |  |
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| **CLOSE FILE** |
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| **Student notified of outcome:** | 🞎 Date email sent: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ |  |
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| **Status updated in SAMS:** | 🞎 Date updated: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ File ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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| **QRecords Ref:** | *(Save Coversheet in QRecords after delegate has approved)* |  |
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