



Request for Official Document

Please email this form directly to enquiries@unswcollege.edu.au along with any payment receipts.

STUDENT DETAILS: (Please use CAPITAL letters.)

Student ID Number	Date of Birth (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>
Family Name	Given Name
<input type="text"/>	<input type="text"/>
Telephone/Mobile	Email
<input type="text"/>	<input type="text"/>

ENROLMENT DETAILS:

UNSW Foundation Studies / Transition Program Online		
Course (eg: Standard / Std Plus / Diploma / UEEC10)	Intake/Term/Year (eg: A Standard or Diploma Term 2)	Class Group (eg. AL4, DPST109, UEEC10-13)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Academic English Programs		
Course (eg: Standard / Std Plus / Diploma / UEEC10)	Intake/Term/Year (eg: A Standard or Diploma Term 2)	Class Group (eg. AL4, DPST109, UEEC10-13)
<input type="text"/>	<input type="text"/>	<input type="text"/>

REQUESTED DOCUMENTS: (Tick appropriate box.)

UNSW Foundation Studies	Academic English Programs
Statement of Enrolment	Statement of Enrolment
Statement of Results (\$20 per copy)	Statement of Results (\$20 per copy)
Certificate of Completion (\$50 per copy)	Certificate of Completion (\$50 per copy)
Certificate of Attendance (not available for online learning)	Transcript
Other	
Student Card Replacement (\$25 per card) - (Foundation & Academic English Language Programs)	



Please indicate your request below: (Please tick appropriate box.)

<input type="checkbox"/>	I would like the document/s to be posted to my address. (Your document/s will only be posted to the address we have on file for you.)
<input type="checkbox"/>	I would like the document/s to be posted or emailed to another education provider. (You must also provide the contact and department name for this.)
<input type="checkbox"/>	I would like to pick up the document at Student Services Desk.

Contact's Name (and Department's Name)

--	--

Street Name

Suburb

--	--

State

Postcode

Country

--	--	--

Email Address of Education Provider

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Student's Signature

Date (dd/mm/yyyy)

OFFICE USE ONLY

Received by:	Payment applicable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Date:	Payment processed by: Date:

UNSW College

Building L5, UNSW Sydney Campus, 223 Anzac Parade, Kensington NSW 2033 Australia

T: +61 (2) 8936 2222 | W: unswcollege.unsw.edu.au

UNSW Global Pty Limited ABN 62 086 418 582 trading as UNSW College™ delivers Diploma and Foundation Studies on behalf of UNSW Sydney (CRICOS Code 00098G).

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UNSW College Bank Account Detail

Payments can be sent by bank / telegraphic transfer (TT) through any large banks in an overseas country or in Australia. All payments must be made in Australian Dollars (AUD).

Account Details:

Beneficiary:	UNSW Global Pty Limited
Beneficiary's Bank:	ANZ Bank 12-14 Belmore Rd Randwick NSW 2031 Australia
BSB No:	012-390
Account No:	8361 16353
Account Name:	UNSW Global Pty Limited
Swift Code:	ANZBAU3MXXX

Important:

In the space for payment message, indicate clearly your student ID number and your name.

Please email enquiries@unswcollege.edu.au or fax (612 9662 2651) a copy of your bank's confirmation of the transfer or TT so that we can match the deposit in our account with you.