



Request for Official Document

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

Please note – we are **UNABLE** to email these documents directly to students, agents or to any acquaintances due to UNSW College privacy policy.

STUDENT DETAILS: (Please use CAPITAL letters)

Student ID Number	Email
First Name	Family Name

ENROLMENT DETAILS:

Diploma Program		
Course (eg: Standard / Std Plus / Diploma / UEEC10)	Intake/Term/Year (eg: A Standard or Diploma Term 2)	Class Group (eg. AL4, UEEC10-13)

Foundation Studies / Transition Program		
Course (eg: Standard / Std Plus / Diploma / UEEC10)	Intake/Term/Year (eg: A Standard or Diploma Term 2)	Class Group (eg. AL4, UEEC10-13)

Academic English Program		
Course (eg: Standard / Std Plus / Diploma / UEEC10)	Intake/Term/Year (eg: A Standard or Diploma Term 2)	Class Group (eg. AL4, UEEC10-13)

REQUESTED DOCUMENTS: (Tick appropriate box)

Diploma Program	Foundation Studies / Transition Program	Academic English Program
Statement of Enrolment	Statement of Enrolment	Statement of Enrolment
Statement of Results (\$20 per copy)	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 Completion (\$50 per copy)
	Certificate of Attendance	



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

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)		
Full Name 		
Unit Number 	Street Name 	Suburb
State 	Postcode 	Country
I would like the document/s to be emailed to another education provider.		
Education Institution (University/School) 		
Contact Name (Receiver) 	Education Provider Email Address (Ensure this email does not belong to any individual staff members) 	
Application Number 		
I would like the document/s to be posted to another education provider.		
Contact's Name (and Department's Name) 		
Street Name 	Suburb 	
State 	Postcode 	Country
I would like to pick up the document at Student Enquiries Desk		
I would like to receive my documents via My eEquals		

Student's Signature

Date (dd/mm/yyyy)

OFFICE USE ONLY

Received by:	Payment applicable: ☐ Yes ☐ No	
Date:	Payment processed by:	Date:



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.