



## Request for Official Document

Please email this form directly to [enquiries@unswcollege.edu.au](mailto: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                |
| <input type="text"/> | <input type="text"/> |
| First Name           | Family Name          |
| <input type="text"/> | <input type="text"/> |

### ENROLMENT DETAILS:

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

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

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

### 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)

|  |   |                                 |
|--|---|---------------------------------|
| <b>I would like the document/s to be posted to my address.</b><br>(Your document/s will only be posted to the address we have on file for you) |   |                                 |
| Full Name<br><input type="text"/>  |   |                                 |
| Unit Number<br><input type="text"/>  | Street Name<br><input type="text"/>   | Suburb<br><input type="text"/>  |
| State<br><input type="text"/>  | Postcode<br><input type="text"/>  | Country<br><input type="text"/> |
| <b>I would like the document/s to be emailed to another education provider.</b>  |   |                                 |
| Education Institution (University/School)<br><input type="text"/>  |   |                                 |
| Contact Name<br>(Receiver)<br><input type="text"/>   | Education Provider Email Address<br>(Ensure this email does not belong to any individual staff members)<br><input type="text"/> |                                 |
| Application Number<br><input type="text"/>   |   |                                 |
| <b>I would like the document/s to be posted to another education provider.</b>   |   |                                 |
| Contact's Name (and Department's Name)<br><input type="text"/>   |   |                                 |
| Street Name<br><input type="text"/>  | Suburb<br><input type="text"/>  |                                 |
| State<br><input type="text"/>  | Postcode<br><input type="text"/>  | Country<br><input type="text"/> |
| <b>I would like to pick up the document at Student Enquiries Desk</b>  |   |                                 |
| <b>I would like to receive my documents via My eEquals</b>   |   |                                 |

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 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<br>12-14 Belmore Rd<br>Randwick NSW 2031<br>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](mailto: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.