



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
<input type="text"/>	<input type="text"/>
First Name	Family Name
<input type="text"/>	<input type="text"/>

ENROLMENT DETAILS:

UNSW College 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)
<input type="text"/>	<input type="text"/>	<input type="text"/>

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, 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, UEEC10-13)
<input type="text"/>	<input type="text"/>	<input type="text"/>

REQUESTED DOCUMENTS: *(Tick appropriate box)*

UNSW Diploma Program	UNSW Foundation Studies	Academic English Programs
<input type="checkbox"/> Statement of Enrolment	<input type="checkbox"/> Statement of Enrolment	<input type="checkbox"/> Statement of Enrolment
<input type="checkbox"/> Statement of Results (\$20 per copy)	<input type="checkbox"/> Statement of Results (\$20 per copy)	<input type="checkbox"/> Statement of Results (\$20 per copy)
<input type="checkbox"/> Certificate of Completion (\$50 per copy)	<input type="checkbox"/> Certificate of Completion (\$50 per copy)	<input type="checkbox"/> Certificate of Completion (\$50 per copy)
	<input type="checkbox"/> 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		
<input style="width: 100%;" type="text"/>		
Unit Number	Street Name	Suburb
<input style="width: 30%;" type="text"/>	<input style="width: 40%;" type="text"/>	<input style="width: 30%;" type="text"/>
State	Postcode	Country
<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 40%;" type="text"/>
I would like the document/s to be emailed to another education provider.		
Education Institution (University/School)		
<input style="width: 100%;" type="text"/>		
Contact Name (Receiver)	Education Provider Email Address (Ensure this email does not belong to any individual staff members)	
<input style="width: 30%;" type="text"/>	<input style="width: 70%;" type="text"/>	
Application Number		
<input style="width: 100%;" type="text"/>		
I would like the document/s to be posted to another education provider.		
Contact's Name (and Department's Name)		
<input style="width: 100%;" type="text"/>		
Street Name	Suburb	
<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>	
State	Postcode	Country
<input style="width: 30%;" type="text"/>	<input style="width: 30%;" type="text"/>	<input style="width: 40%;" type="text"/>
I would like to pick up the document at Student Services 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: <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 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.