



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	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	Transcript
Other	
Student Card Replacement (\$25 per card) - (Foundation & Academic English Language Programs)	



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

<p>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)</p> <p>Full Name</p> <input type="text"/>		
Unit Number	Street Name	Suburb
<input type="text"/>	<input type="text"/>	<input type="text"/>
State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
<p>I would like the document/s to be emailed to another education provider.</p> <p>Education Institution (University/School)</p> <input type="text"/>		
Contact Name (Receiver)	Education Provider Email Address (Ensure this email does not belong to any individual staff members)	
<input type="text"/>	<input type="text"/>	
Application Number		
<input type="text"/>		
<p>I would like the document/s to be posted to another education provider.</p> <p>Contact's Name (and Department's Name)</p> <input type="text"/>		
Street Name		Suburb
<input type="text"/>		<input type="text"/>
State	Postcode	Country
<input type="text"/>	<input type="text"/>	<input type="text"/>
<p>I would like to pick up the document at Student Services Desk</p>		

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: <input type="text"/> Date: <input type="text"/>



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.