

Please email this form directly to Enquiries@unswglobal.unsw.edu.au along with any payment receipts

Request for Document

STUDENT DETAILS: *(please use CAPITAL letters)*

| | |
|----------------------|----------------------|
| Student ID | Date of Birth |
| <input type="text"/> | <input type="text"/> |
| Last Name | First Name |
| <input type="text"/> | <input type="text"/> |
| Telephone/Mobile | Email |
| <input type="text"/> | <input type="text"/> |

ENROLMENT DETAILS:

| UNSW Foundation Studies / Transition Program Online | | |
|---|---|-----------------------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Course Enrolled <small>(eg: Standard/ Std Plus, Ext, OT1)</small> | Term / Intake / Year <small>(eg: B+ 2021, OT4 2021)</small> | Class <small>(eg. PCC1)</small> |
| Academic English Programs | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Course Enrolled <small>(eg: FEEC, UEEC, EAE)</small> | Term / Intake / Year <small>(eg: Term 1 2021)</small> | Class <small>(eg. FEECx1)</small> |

REQUESTED DOCUMENT: *(tick appropriate box)*

| UNSW Foundation Studies | Academic English Programs |
|---|--|
| <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"/> Certificate of Completion (\$50 per copy) | <input type="checkbox"/> Certificate of Completion (\$50 per copy) |
| <input type="checkbox"/> Certificate of Attendance (not available for online learning) | <input type="checkbox"/> Transcript |
| Other | |
| <input type="checkbox"/> Student Card Replacement (\$25 per card) - (Foundation, Academic English Language Programs, and Diploma) | |

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

| | |
|--------------------------|---|
| <input type="checkbox"/> | I will collect my requested document/s from Student Services <small>(You must bring your valid photo ID to collect your results. (No one else can collect your results for you))</small> |
| <input type="checkbox"/> | I would like the document/s to be posted to my address <small>(Your document/s will only be posted to the address we have on file for you)</small> |
| <input type="checkbox"/> | I would like the document/s to be posted or emailed to another education provider <small>(You must also provide the contact and department name for this)</small> |

| | |
|--------------------------------------|----------------------|
| Contact's Name (and Department Name) | Street |
| <input type="text"/> | <input type="text"/> |

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Suburb | State | Postcode | Country |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Email address of education provider:

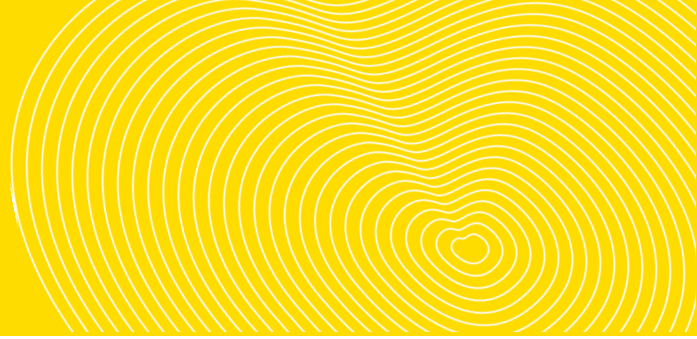
Student's Signature Date of Request

| 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"/> |

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UNSW Global Bank Account Details

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 (for example G000000 SMITH John)

Please email enquiries@unswglobal.unsw.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.

UNSW Global Pty Limited

T: +61 2 9385 0555 | E: enquiries@unswglobal.unsw.edu.au | W: www.unswglobal.unsw.edu.au

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