



Magill College Pty Ltd Trading as Magill College Sydney

ABN: 67 090 050 990

CRICOS Provider Code: 01994M RTO No: 91367

Tel: (+61 2) 8061 6980

www.magill.edu.au

DOCUMENT REQUEST FORM

- Please complete your personal details, read the notes, sign the form and return it to the Administration Office.
- Please see Administration Staff if you have any questions or need advice on what document(s) you may require.
- Please allow up to **10 WORKING DAYS** from the completion date of your course to issue a qualification or Statement of Attainment.
- A charge of **A\$50** will be applied for **URGENT** processing.

				Student No				
Family Name				Given Name				
ADDRESS IN AUSTRALIA	Street Address							
	Suburb			State and Postcode				
	Tel/Mobile Number			Email				
ADDRESS OVERSEAS	Street Address							
	Suburb			Postcode			State / Province	
	Residential Address in Ethnic Script							
	Mobile Number	(country code:)		Phone Number		(country code:) (area code:)		
	Email (If it is different from above)							
Course (Please tick <input checked="" type="checkbox"/>):	<input type="checkbox"/> BSB30115 Certificate III in Business		<input type="checkbox"/> BSB42415 Certificate IV in Marketing and Communication					
	<input type="checkbox"/> BSB40215 Certificate IV in Business		<input type="checkbox"/> BSB52415 Diploma of Marketing and Communication					
	<input type="checkbox"/> BSB50215 Diploma of Business		<input type="checkbox"/> BSB61315 Advanced Diploma of Marketing and Communication					
	<input type="checkbox"/> BSB60215 Advanced Diploma of Business		<input type="checkbox"/> Other					
Document(s) Requested (Please tick <input checked="" type="checkbox"/>):								
Qualification	<input type="checkbox"/> Reissue due to misplacement		<input type="checkbox"/> Third party pick up authorisation					
	<input type="checkbox"/> Certified copy of qualification to apply for further education or employment							
Letters	<input type="checkbox"/> Enrolment Confirmation Letter		<input type="checkbox"/> Completion Letter					
	<input type="checkbox"/> Enrolment Confirmation Letter with completion percentage							
Transcripts	<input type="checkbox"/> Statement of Attainment			<input type="checkbox"/> Interim Transcript (current students only)				
Transfer to Other Institute	<input type="checkbox"/> Request to be released (<i>please attach a letter of offer from other provider</i>)							
	Reasons for transfer request: _____							
<input type="checkbox"/> Early Termination -Your COE(s) will be cancelled.	<input type="checkbox"/> Going back to my country permanently (please attach travel itinerary) on ____ / ____ / ____ and my last day of study at Magill will be ____ / ____ / ____							
	<input type="checkbox"/> Other reasons: _____							
<input type="checkbox"/> Other (please describe your request)								
Student Signature:				Date:				

OFFICE USE ONLY

APPROVED

NOT APPROVED

IN PENDING

COMMENT:

Student is currently meeting all course requirements

Student is not currently meeting all course requirements

SIGNATURE OF AUTHORISED PERSON:

DATE: