



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		Country
	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"/> BSB40215 Certificate IV in Business		Marketing and Communication Stream
	<input type="checkbox"/> BSB50215 Diploma of Business		<input type="checkbox"/> Certificate IV Level
	<input type="checkbox"/> BSB60215 Advanced Diploma of Business		<input type="checkbox"/> Diploma Level
	<input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice		<input type="checkbox"/> Advanced Diploma Level
	<input type="checkbox"/> BSB50820 Diploma of Project Management		
	<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management		
	<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: