



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"/> BSB40820 Certificate IV in Marketing and Communication			<input type="checkbox"/> BSB40920 Certificate IV in Project Management Practice			
		<input type="checkbox"/> BSB50620 Diploma of Marketing and Communication			<input type="checkbox"/> BSB50820 Diploma of Project Management			
		<input type="checkbox"/> BSB60520 Advanced Diploma of Marketing and Communication			<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"/> Enrolment Confirmation Letter with completion percentage				
		<input type="checkbox"/> Completion Letter		<input type="checkbox"/> Enrolment Confirmation Letter with attendance 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								
<input type="checkbox"/> APPROVED		<input type="checkbox"/> NOT APPROVED			<input type="checkbox"/> IN PENDING			
COMMENT:		<input type="checkbox"/> Student is currently meeting all course requirements			<input type="checkbox"/> Student is not currently meeting all course requirements			
SIGNATURE OF AUTHORISED PERSON:					DATE:			