

DOCUMENT REQUEST FORM

1. Please complete your personal details, read the notes, sign the form and return it to the Administration Office.
2. Please see Administration Staff if you have any questions or need advice on what document(s) you may require.
3. Please allow up to **10 WORKING DAYS** from the completion date of your course to issue a qualification or Statement of Attainment.
4. 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"/> General English		<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:	

Magill College Pty Ltd Trading as Magill College Sydney
ABN: 67 090 050 990 CRICOS Provider Code: 01994M RTO No: 91367