

## REQUEST FOR DOCUMENTS

**OUTCOME/REPLY** : will be emailed or mailed within 10 working days from date of receipt of a complete request

Submit your request in person or by email: [justask@ecc.edu.au](mailto:justask@ecc.edu.au)

### MY DETAILS

<b>Student ID:</b>		<b>Date of Birth:</b>	DD / MM / YYYY
<b>Given Name(s):</b>		<b>Email Address:</b>	
<b>Family Name:</b>		<b>Telephone Number:</b>	
<b>I am a current student</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, some documents cannot be issued (see below) If no, special charges and fees apply (see below)	

### DELIVERY INSTRUCTIONS

<input type="checkbox"/>	<b>Electronic version</b> to be sent to my email	No postage fees	<b>Email Address:</b>	
<input type="checkbox"/>	<b>Collect paper</b> print-out at ECC Welcome Centre	No postage fees	<input type="checkbox"/> Pick up from <b>ECC Mt Lawley: building 10, 2 Bradford St, Mt Lawley</b> <input type="checkbox"/> Pick up from <b>ECC Joondalup: 10 Injune Way, Joondalup</b>	
<input type="checkbox"/>	<b>Normal mail</b> to an Australian address (Australia Post)	ECC will provide a quote	<b>Your address:</b>	
<input type="checkbox"/>	<b>Registered mail</b> outside Australia (Australia Post)	ECC will provide a quote	(road) _____	
<input type="checkbox"/>	<b>Express Air Freight</b> (DHL)	ECC will provide a quote	(post code/city) _____	
			(state/region) _____	
			(country) _____	
<b>TOTAL DELIVERY FEES \$</b>		\$		

MY REQUEST		STUDENTS NOT CURRENTLY STUDYING AT ECC	STUDENTS CURRENTLY STUDYING AT ECC
<input type="checkbox"/>	<b>Letter of confirmation of enrolment</b>	<input type="checkbox"/> \$20.00	Free of charge
<input type="checkbox"/>	<b>Holiday Letter</b> (Between study periods)	<input type="checkbox"/> \$20.00	\$20.00
<input type="checkbox"/>	<b>Confirmation of completion of studies</b> (Student must have no outstanding fees)	<input type="checkbox"/> \$20.00	N/A
<input type="checkbox"/>	<b>Letter of support for family to visit Australia</b>	<input type="checkbox"/> \$20.00	Free of charge
<input type="checkbox"/>	<b>Attendance certificate</b> Study Period 1: _____ Study Period 2: _____ Study Period 3: _____	<input type="checkbox"/> \$5.00/each study period TOTAL = \$ _____	Free of charge
<input type="checkbox"/>	<b>Academic Transcript</b> (record of all your enrolment, units, grades and marks)	<input type="checkbox"/> \$30.00	<input type="checkbox"/> Free (\$0.00) <i>ECC can only issue an "unofficial" copy, you are entitled to receive one free official print-out at graduation</i>
<input type="checkbox"/>	<b>Testamur</b> (ELICOS, Diploma or PQP Certificate) collected in person	<input type="checkbox"/> \$125.00	<input type="checkbox"/> Free (\$0.00) <i>You are entitled to receive one free official print-out at graduation (this document can ONLY be issued AFTER you successfully graduated)</i>
<input type="checkbox"/>	<b>Testamur</b> (ELICOS, Diploma or PQP Certificate) including domestic postage	<input type="checkbox"/> \$129.00	
<input type="checkbox"/>	<b>Testamur</b> (ELICOS, Diploma or PQP Certificate) including standard international postage	<input type="checkbox"/> \$150.00	
<input type="checkbox"/>	<b>Unit outline (unit description)</b> Unit: _____ Study period: _____ Unit: _____ Study period: _____ Unit: _____ Study period: _____ Unit: _____ Study period: _____	<input type="checkbox"/> \$5.00/each unit TOTAL = \$ _____	<input type="checkbox"/> Free (\$0.00) <i>Please download from the ECC Portal</i>
<b>TOTAL DOCUMENT FEES \$</b>		\$	



Total delivery fees \$ _____ (if not included)	+	Total document fees \$ _____	=	<b>TOTAL TO PAY \$</b> _____
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## FINAL CHECKLIST

As soon as we receive this form, we will contact you with instructions on how to process payment.

Checklist, please ensure you have:

1. Signed
2. Dated
3. Checked the amount payable
4. Included your address and contact phone number

I further declare that all the information I have given in this form and all supporting documents I have provided are true and correct.	<b>Signature:</b>	<i>(No signature required if you send this application using your ECC student Gmail account)</i>
	<b>Date:</b>	DD / MM / YYYY