



# THIRD PARTY DOCUMENT REQUEST FORM

Send completed form to: [awardverification@uwa.edu.au](mailto:awardverification@uwa.edu.au)  
 Student Administration (M356) 35 Stirling Highway Crawley, Western Australia, 6009  
 Phone: 61 8 6488 3235 CRICOS No: 00126G

### STUDENT/ GRADUATE DETAILS

Student ID 

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 Date of Birth: 

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 DAY MONTH YEAR

Full name (Given names and Family name): \_\_\_\_\_  
 Former name (if applicable): \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### THIRD PARTY COMPANY DETAILS

Company name: \_\_\_\_\_ Contact person: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_  
 Company address (used for delivery of any hard copy documents): \_\_\_\_\_  
 Country: \_\_\_\_\_ City: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Reason for request: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Document Required *tick which applies.*

- See [www.student.uwa.edu.au/course/qualifications](http://www.student.uwa.edu.au/course/qualifications) for sample documents and production times.  
 All documents are produced as hard copies. For a My eEquals digital document, requests must be made directly to the student.
- Statement of Academic Record \$20.00**
- Statement of Academic Record EXPRESS (3 Hours) \$30.00**  
*Official record of studies at UWA (or transcript); includes all courses, units, grades and WAM and GPA (if applicable).*
- Statement of Qualifications \$15.00**
- Statement of Qualifications EXPRESS (3 Hours) \$30.00**  
*Official completion letter; includes course commencement, completion date and graduation (conferral) date if applicable.*
- Letter of Enrolment \$25.00**
- Letter of Enrolment EXPRESS (3 Hours) \$50.00**  
*Official letter to confirm student's full enrolment history and completion if applicable. This letter does not include units or grades.*
- Statement of Enrolment (one academic year only) \$5.00 per statement/ year**  
*Official letter to confirm student's enrolment for the academic year requested.*  
 Years required: \_\_\_\_\_

### Delivery Required *tick which applies*

- Registered post within Australia \$10.00     Overseas airmail \$10.00  
 Courier delivery within Australia \$15.00     Courier delivery Overseas \$25.00  
 PDF version emailed \$5 (Letter of Enrolment and Statement of Enrolment only).

### Payment Details *Payments must be made prior to order being processed*

Card Number 

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 Expiry Date 

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Cardholder Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_