

Document Request Form

Complete this form (tick the box to indicate the document you are requesting)

Please hand back the completed form to an MQC staff member.

Note: Incomplete forms cannot be processed.

Please allow three working days for your request to be process.

Documents Requested

Fee

- | | |
|--|-----------|
| <input type="checkbox"/> MQC Electronic Confirmation of Enrolment
(e-CoE for overseas students only) | No Charge |
| <input type="checkbox"/> Letter of Reference
If you are an Australian Citizen or Permanent Resident does Centrelink require this letter?
<input type="checkbox"/> Yes <input type="checkbox"/> No
If other please specify: _____ | No Charge |
| <input type="checkbox"/> Transcript
(completed courses only) | \$10.00 |
| <input type="checkbox"/> Statement of Academic Record
(Incomplete courses) | No Charge |
| <input type="checkbox"/> Statement of Attainment
(This statement will only show completed units) | \$10.00 |
| <input type="checkbox"/> Testamur
(Issued only if the original is damaged or lost and you must complete a statutory declaration) | \$20.00 |
| <input type="checkbox"/> Unit Outlines | \$10.00 |
| <input type="checkbox"/> Provisional Invoice
This shows the estimated tuition fees payable for the next semester | No Charge |

STUDENT DETAILS

Name: _____
(Given Name) (Family Name)

MQC Student ID: _____ Phone No. _____

I understand that if I am overseas student, MQC may require access to DIMA's Entitlement Verification Online in relation to this request and I authorise this access

Signature: _____ Date: __ / __ / ____

OFFICE USE ONLY

Processed By: _____ Date: __ / __ / ____