

Request for Official Documents Form

Student ID* _____

Full Name* _____

E-mail* _____

Mobile Number* _____

Course* _____

Please tick which document
you require.*

- ☐ Attendance Letter (\$100)
- ☐ Confirmation of Enrolment (COE)
- ☐ Enrolment Letter (\$100)
- ☐ Holiday Letter (\$100)
- ☐ Invitation Letter (\$100)
- ☐ Official Interim Academic Transcript* (\$150)
- ☐ Statement of Attainment (\$150)

* Please note that the Official Interim Academic Transcript is not the same as your Official Course Completion documents. If you wish to claim your Course Completion Documents such as your Certificates, Completion Letters, and Official Academic Transcripts.

Request for Official Documents Form

Account Name	Pacific College Sydney Pty Ltd
Bank Name	Westpac Bank
BSB	032277
Account	672295
Referece	Your Student ID

- ☐ I understand that my request will take around 3 - 7 business days to process
- ☐ I understand that my request will not be processed if it's found that I have pending assessments & fees due. *
- ☐ I understand that the application fee is non-refundable should I change my mind or for any other reason. *
- ☐ I declare that all the information I have provided above is accurate and true.

Please sign here

Date: