

TERTIARY INSTITUTIONS SERVICE CENTRE LTD

Level 1, 100 Royal Street, East Perth
Western Australia 6004

Telephone (08) 9318 8000
Facsimile (08) 9225 7050
<http://www.tisc.edu.au/>

REQUEST FORM - RECORD OF RESULTS

Our goal is to provide records of results within four (4) working days of receiving a completed application form. TISC takes every effort to protect confidentiality of examination results.

INCLUDE THE FOLLOWING WITH YOUR APPLICATION

1. Proof of Identity ie copy of current driver's licence, current photo card or current passport.
2. Change of name documentation (if applicable) eg copy of marriage certificate, deed poll certificate.
3. Payment of \$40 (incl. GST) per document – see next page for payment by credit card.

NOTE: If paying by credit card this completed form and copy of ID can be emailed as attachments to: past-results-request@tisc.edu.au

APPLICANT DETAILS	
Surname/Family Name:	
Given name:	
FULL NAME AS SHOWN ON ORIGINAL RECORD	
Date of birth:	Gender (M/F/X):
Postal/Street address:	
	Postcode:
Email:	Telephone:
Signature as shown on ID:	Date:

DOCUMENT(S) REQUIRED

WA YEAR 12 STUDIES	Tick required record (s)	Examination Year
TAE – Joint Admissions Advice Letter (issued 1975 – 1985)		
TEE – Universities' Admissions Advice Letter (issued 1986 – 2008)		
WACE – Universities' Admissions Advice Letter (issued 2009 onwards)		
WAUFP/WAUPP – Western Australian Universities' Foundation/Preparatory Program (issued 1996 onwards)		

ENTRY TESTS	Tick required record (s)	Examination Year
ATAA – Alternative Test for Adult Admission (issued 1980 – 1991)		
STAT – Special Tertiary Admissions Test (issued 1992 – onwards)		

See page 2

IDENTIFYING DOCUMENTATION SUBMITTED

This application must be supported by proof of identity. Please tick the relevant item(s) listed below.

- Copy of current photographic ID (driver's licence / passport / WA photo card)
- For applicant with name / surname change, copy of marriage certificate / deed poll certificate

DOCUMENT(S) COLLECTION/DELIVERY

Please tick the relevant item(s) listed below.

- Please post to the address I have provided **OR**
- I will collect from the TISC office on or after _____

- Proof of identification will be required when collecting the document(s).
- It can take up to four working days to issue the document upon receipt of request.
- If another person is to collect the document(s) on your behalf. Please complete:

I authorise _____ (Name) _____ (Date of birth)
to collect the document on my behalf.

(Your signature)

- AND** email a scanned copy also to _____

METHOD OF PAYMENT

Payment is only accepted in Australian dollars. Forms received without payment will not be processed. Please tick the relevant item.

- Cash/Eftpos (only available when lodging in person at our office)
- Cheque/Money Order (payable to TISC)
- Credit Card (see below)

Please charge my Mastercard Visacard

CARDHOLDER NAME: _____

CARD NUMBER: ____ / ____ / ____ / ____ EXPIRY DATE: ____ / ____

with the amount of \$ _____ being for _____ result/s @ \$40 per copy (GST Inclusive).

SIGNATURE OF CARDHOLDER: _____ DATE: _____
(as shown on card)

NOTE: Should credit card payment be declined your request will not be processed.

Office use only

Checked ID	CheckedManual	Photocopied	Emailed	Posted/Collected
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