



Application Form – Copy of Results / Certificate of secondary education in Western Australia

* Required to be filled/completed

Please note: 1. It usually takes between three to five working days to process an application.

2. Your aggregate / TES / TER / ATAR Score is available from the Tertiary Institutions Service Centre, telephone (08) 9318 8000.

Please tick the appropriate box:	
<input type="checkbox"/> Document(s) to be posted [extra charges apply for express/courier services – please refer to payment section]	
<input type="checkbox"/> Document(s) to be collected by the applicant [please notify by (circle choice) phone or email when available]	
<input type="checkbox"/> Document(s) to be collected by a third party [please attach an authorisation letter stating the collector's full name and address]	
Applicant details	
Student identification number (8 digits, if known):	
Surname:*	
Given name:*	Date of birth:*(dd/mm/yyyy)
Previous surname (if applicable):	
Postal address:*	
Suburb:*	Postcode:*
Phone:	Mobile:
Email:	
Name of Western Australian school attended:	
Please tick this box if you obtained the results as a non-school candidate or private candidate: <input type="checkbox"/>	

DOCUMENT(S) REQUIRED –

Year 10 (issuance completely ceased after 1993)	Price per document (GST inclusive)	Year required
Certificate of Lower Secondary Studies, Years 9–10 (1987–1990)	\$48.00	
Certificate of Lower Secondary Studies, Year 10 (1991–1993)	\$48.00	
Achievement Certificate (1973–1986)	\$48.00	
Junior Statement of Passes (issued up till 1973 only)	\$48.00	
Junior Statement of Marks (issued up till 1973 only)	\$48.00	
Year 11 Completion		
Year 11 Statement of Results (from 1985)	\$48.00	
Year 12		
WA Statement of Student Achievement (WASSA) and ATAR Course Reports (from 2016)	\$48.00	
WA Certificate of Education (from 2009)	\$48.00	
Change of entry in application for certification	\$57.00	
Statement of Results and Course Reports (2009–2015)	\$48.00	
Statement of Results, Years 11 and 12 (1997–2008)	\$48.00	
WA Certificate of Education (1997–2008)	\$48.00	
Year 12 Certificate of Secondary Education, Years 11 and 12 (1986–1996)	\$48.00	
Year 12 Certificate of Secondary Education (reported in Grades 1–10) (1976–1985)	\$48.00	
TAE Statement of Marks [percentages only] (1976–1985)	\$48.00	
Leaving Statement of Passes (issued up till 1975 only)	\$48.00	
Leaving Statement of Marks (issued up till 1975 only)	\$48.00	
Certificate of Merit or Certificate of Distinction (from 2016)	\$48.00	
Total price inclusive of GST and normal postage within Australia	\$	
Add extra for: Express Post (within Australia only) or Courier [Please ring 9273 6300 for quote]	\$	
Total amount	\$	

Proof of identity* (if no Identity, please complete the Witness statement below)

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

- Copy of a photo identity (driver's licence / passport)
- Copy of birth certificate
- For applicant with name / surname changed, copy of marriage certificate / deed poll certificate

Applicant signature and date*

Signature _____

Date _____
(dd/mm/yyyy)

Witness statement, if applicable (please see Proof of identity above)

If you have no proof of identity, this section must be completed by one of any of the following persons, who must not be related to the applicant: (1) Justice of the peace; (2) Pharmacist; (3) Police officer; (4) Teacher; (5) Optometrist; (6) Bank Manager; (7) Public Servant (State or Commonwealth. You can find a list of persons that can certify documents at this web link: http://www.bdm.dotag.wa.gov.au/files/BDM50_Certify_Documents.pdf

Witness certification:

I certify that _____ is known to me and that he/she has signed as applicant of this form in my presence.

Witness signature: _____

Witness name (please print): _____

Witness classification: _____

Witness address (residential / office, not postal): _____

Witness telephone number: _____

Payment in Australian Dollars only



Billers Code: 758003

Ref: Please enter Western Australian student number

Notes:

1. BPAY can only be used for students who commenced secondary school from the year 2000. If you commenced secondary school prior to the year 2000, please pay using any of the other payment options below.
2. If paying by BPAY please complete the following:

Date of payment: _____

BPAY amount : \$ _____

BPAY receipt number: _____

Telephone and Internet Banking – BPAY®

Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: www.bpay.com.au

CREDIT CARD: MasterCard / VISA

Please use this link to pay by credit card

<https://www.bpoint.com.au/pay/scsa.eforms/52595219568>

MAIL: Money order in Australian Dollars. The Authority does not accept personal cheques or bank drafts in foreign currency.

CASH: In person only, at the Authority's office.

Checklist for applicant

1. Please ensure that the application form is **completed and signed**.
2. **Photo ID** is photocopied and attached to the application.
3. If required, additional fee for express postage/courier service is included in the payment and that the fee is provided by the Authority's contact csso@scsa.wa.edu.au [Telephone (08) 9273 6300]
4. Money order or BPAY / BPOINT receipt is attached to the application.
5. Address for submission of application:
School Curriculum and Standards Authority
PO Box 816
CANNINGTON WA 6987

OR by email if application has been paid by BPAY / BPOINT to: csso@scsa.wa.edu.au

OR in person (between 8.00 am and 4.00 pm weekdays only) at:
Level 2, 303 Sevenoaks Street, Cannington, WA 6107