



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

*Required to be filled/completed

- Note:** it usually takes between three to five working days to process an application.
- All applications receive an emailed PDF copy and a posted paper copy of their requested document (free post within Australia; fees apply for overseas postage).
- 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 (notify by [circle choice] phone or email when available)		
<input type="checkbox"/> Document(s) to be collected by a third party (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:*	State:*	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 – Regular Postage Included in the Service Fee – Within Australia

Year 10 (not available from 1994 onwards)	Price per document (GST inclusive)	Year required
Certificate of Lower Secondary Studies, Years 9–10 (1987–1990)	\$51.00	
Certificate of Lower Secondary Studies, Year 10 (1991–1993)	\$51.00	
Achievement Certificate (1973–1986)	\$51.00	
Junior Statement of Passes (issued up till 1973 only)	\$51.00	
Junior Statement of Marks (issued up till 1973 only)	\$51.00	
Year 11 Completion		
Year 11 Statement of Results (from 1985)	\$51.00	
Year 12 Completion		
WA Statement of Student Achievement (WASSA) and ATAR Course Reports (from 2016)	\$51.00	
Certificate of Merit or Certificate of Distinction (from 2016)	\$51.00	
WA Certificate of Education – WACE (from 2009)	\$51.00	
Statement of Results and Course Reports (2009–2015)	\$51.00	
Statement of Results, Years 11 and 12 (1997–2008)	\$51.00	
WA Certificate of Education – WACE (1997–2008)	\$51.00	
Year 12 Certificate of Secondary Education, Years 11 and 12 (1986–1996)	\$51.00	
Year 12 Certificate of Secondary Education (reported in Grades 1–10) (1976–1985)	\$51.00	
TAE Statement of Marks [percentages only] (1976–1985)	\$51.00	
Leaving Statement of Passes (issued up till 1975 only)	\$51.00	
Leaving Statement of Marks (issued up till 1975 only)	\$51.00	
Add extra for: Express Post (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 photo identification**, 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: <https://www.trb.wa.gov.au/Doc.aspx?number=D19/065551>

Justice of the Peace Witnessing Centers: https://www.wa.gov.au/system/files/2022-08/JP-document-witnessing-centres_0.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: _____

Checklist – Before submitting the application form, please ensure the required documents and information are included. Incomplete applications cannot be processed.

- Application form** (this document) – fully completed, signed and dated
- Photo identification** – current Australian driver licence **OR** current passport
- Proof of name change** – if applicable, such as Marriage or Change of Name certificate
- Payment** – Copy of BPoint or BPay receipt

Submission by Post:

School Curriculum and Standards Authority
PO Box 816 CANNINGTON WA 6987

OR by email once payment has been made by BPOINT/ BPAY to: cso@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 – Parking on Grose Ave – EFTPOS available

Payment in Australian Dollars only

1. CREDIT CARD (MasterCard/VISA only)

Use this link to pay by credit card: <https://www.bpoint.com.au>

Note: Print and attach the receipt generated after payment has been approved.

	<p>Biller Code: 758003 Ref: Please enter your eight digit Western Australian student number (WASN). If you don't know your Student ID number please use 12345678</p>
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2. TELEPHONE AND INTERNET BANKING

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

	<p>Biller Code: 758003 Ref: Student Number or 12345678</p>
<p>Telephone & 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</p>	

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IMPORTANT: A copy of the BPay receipt must be attached to your completed application as proof of payment.

3. EFTPOS IN PERSON – SCHOOL CURRICULUM & STANDARDS OFFICE

Level 2 Reception – 303 Sevenoaks Street, Cannington WA 6107

Government building opposite the Cannington Train Station, parking on Grose Ave

4. MONEY ORDER

Personal cheques and bank drafts in foreign currency are not accepted. Money orders must be in Australian dollars and made out to 'School Curriculum and Standards Authority'. Available from Australia Post outlets.