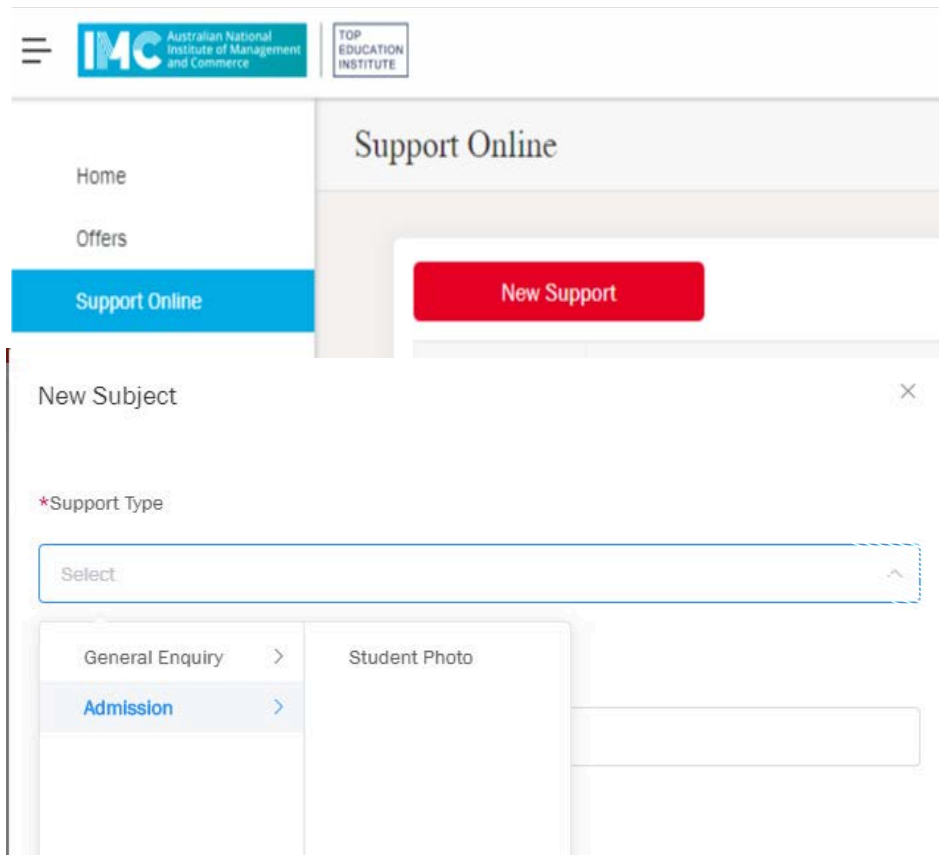


## HOW TO CONTACT US VIA STUDENT PORTAL

As an IMC student, you can log into your Student Portal and use the Support Online function to submit any general enquiries directly to us.

For any further enquiries, please contact us via the different email addresses found on the next page.



The screenshot displays the IMC Student Portal interface. At the top left, there is a navigation menu with 'Support Online' highlighted in blue. To the right, the 'Support Online' page is shown, featuring a prominent red 'New Support' button. Below this, a 'New Subject' form is open, showing a dropdown menu for 'Support Type' with 'Admission' selected. The form also includes a 'Student Photo' field and a 'Submit' button.

1. To access to your Student Portal, click "Support Online" . You will see a red button "New Support". Please click this to start a new enquiry.

2. You can then select your Support Type, such as general enquiries or an Admissions enquiry. Then simply press Submit.

# HOW TO CONTACT US VIA EMAIL

*Please inform your Name and Student ID in every email enquiry*

ENQUIRIES	SYDNEY CAMPUS	HOBART CAMPUS
Moodle, TOP Email Account and Student Portal questions	itsupport@imc.edu.au	
General Academic questions	as@imc.edu.au	as.tas@imc.edu.au
Academic Transcript (including Completion Letter, Enrolment/Holiday Letter)	myrecords@imc.edu.au	
CoE extension or End-Date extension	coe-extension@imc.edu.au	
Admissions Issues	application@imc.edu.au	
Student Services (including all General enquiries and Withdrawal from Course)	studentservices@imc.edu.au	studentservices.tas@imc.edu.au
Credit Transfer/ Recognition of Prior Learning (RPL)	rpl@imc.edu.au	
Payment Enquiries including Tuition Fees, Resit Exam Fees	fees@imc.edu.au	
Academic Language Support	learning@imc.edu.au	