Request for Academic Documentation Form

* Student/Graduand/Graduate or Legal Representative to complete Sections 1 - 5.
* Refer to Reissue of Documentation Options as stated, or for further information refer to [*Graduation Documents Issuance Policy and Procedures*](https://source.endeavourlearninggroup.com.au/Public%20Documents%20Library/DOCID-3-2275.pdf).
* Current students are entitled to one free copy of their official documentation upon graduation.
* Previous students or requests for issue outside of graduation (including re-issue) will incur a $25.00 cost **per document** and includes standard postage and handling. Requests for Registered or Express Post incur additional charges which are subject to change without notice.
* Please allow 7-10 working days from the processing of this form for receipt of your Transcript and ensure you have provided the correct postal address. Longer timeframes apply when using international postage.
* Requests for reissue due to change of name **must** be supported by **certified** copies of proof of name change documents. These are to be submitted together with this completed form. Alternatively, **originals** may be presented at your local campus for sighting and copies of the originals will be taken for the College’s records and placed on the Student/Graduand/Graduate file.
1. DOCUMENTATION REQUEST

Please indicate what documentation you are requesting by ticking relevant box/es:

Higher Education

|  |
| --- |
| [ ]  Academic Transcript |
| [ ]  Academic Testamur – Bachelor award ***\* please refer to options below*** |

REISSUE OF DOCUMENTATION OPTIONS

OPTION 1

For damaged awards that require reprints, students need to bring in or post in their original testamur to their closest College campus and the Office of Student Records will reprint the testamur. This reprint will contain the student’s original Certificate Registration Number. If a student does not have their original testamur, Option 2 must be followed.

OPTION 2

For students who have lost their testamur or do not have their original and require a reissue, they will need to fill out a [Statutory Declaration](https://source.endeavourlearninggroup.com.au/Public%20Documents%20Library/DOCID-3-373.pdf) and have it signed by one of the signatory delegates as stated on the form. The Office of Student Records will need to receive the original Statutory Declaration (no photo/scanned/faxed copies will be accepted). This will allow the Office of Student Records to ‘reissue’ the testamur.

Please indicate the most relevant option by ticking one of the following boxes:

|  |
| --- |
| [ ]  I am a current student requesting issue of my academic documentation (outside of graduation)  |
| [ ]  I am a current student requesting a re-issue of my academic documentation  |
| [ ]  I have previously studied at the College and am requesting a re-issue of my academic documentation |

1. PERSONAL DETAILS

|  |  |
| --- | --- |
| Student Number Click here to enter text. | Campus Choose an item. |
| Phone Number Click here to enter text. | Date of Birth Click here to enter a date. |
| Title Choose an item. | Given Name Click here to enter text. | Family Name Click here to enter text. |
| Address Click here to enter text. |
| Suburb Click here to enter text. | State Choose an item. | Postcode Enter postcode. |
| Email Click here to enter text. |

1. PROCESSING AND POSTAGE CHARGES

Select the appropriate postage method from the Australia Post options stated.

NOTE

* The College accepts no liability for untracked postage (Domestic Standard).
* Testamurs (A3) require a TU1 tube and must be tracked. Testamurs will not be shipped in an A4 envelope. TU1 postage costs apply.
* If you require a testamur **and** a transcript to be reissued, TU1 Tube (A3) postage must be selected and the reissue fee applies for each document (transcript reissue + testamur reissue + TU1 tracked postage).

|  |  |
| --- | --- |
| Domestic Postage  | International Postage |
| [ ]  Domestic Standard (Included in $25 reissue fee)Transcript only - Envelope (A4), no tracking provided | [ ]  International Registered ($25 reissue fee + $25 postage)Transcripts only - Envelope (A4), signature on delivery required |
| [ ]  Domestic Registered ($25 reissue fee + $5 postage)Transcript - Envelope (A4), signature on delivery requiredTestamur - TU1 Tube (A3), signature on delivery required | [ ]  International Registered ($25 reissue fee + $30 postage) TU1 Tube (A3), signature on delivery required |
| [ ]  Domestic Express ($25 reissue fee + $10 postage)TU1 Tube (A3), signature on delivery required | [ ]  International Express ($25 + $40 postage)TU1 Tube (A3), signature on delivery required |

1. PAYMENT DETAILS

Select the payment method from the following options (Credit Card or EFTPOS).

Only complete the details for that type of payment - Leave other payment type section blank and move on to Section 5

Credit Card

[ ]  I wish to pay using Credit Card

Payments of this type will only be accepted in person, on campus.

Please present your completed form to Student Services staff on your local campus and complete your payment of fees.

EFTPOS

[ ]  I wish to pay using EFTPOS

Payments of this type will only be accepted in person, on campus.

Please present your completed form to Student Services staff on your local campus and complete your payment of fees.

1. DECLARATION

I (the undersigned), declare that I have read and understood the policy related to this form and that the information I have provided within this document is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment and/or delays in processing this form:

|  |
| --- |
| [ ]  I am the student to which this document refers, **OR** |
| [ ]  I am legally authorised to act on behalf of the student whose details are stated within this document:* Name of Legal Representative: Click here to enter text.
 |
| Signature | Date Click here to enter a date. |