

APPLICATION FOR OFFICIAL DOCUMENTATION FORM

Official Documentation will not be provided if you have any outstanding fees. Outstanding fees should be paid prior to or when submitting this form. Proof of identity must be presented with this form (if sending by post please supply a copy of your identification which must have a photograph).

PERSONAL DETAILS

Family Name: (Surname) First Name:

Student ID #: College:

Course Name: Year of Completion (if applicable):

REQUESTED DOCUMENTS (Please tick the type of official documentation that you are requesting)

- 1) **Official Academic Transcript or Statement of Attainment**

| | | |
|------------------------------------|-----------------------------|-------------------|
| Number of copies requested? | _____ x \$15 per transcript | Subtotal \$ _____ |
|------------------------------------|-----------------------------|-------------------|

- 2) **Replacement Testamur**
A replacement testamur is only issued with a statutory declaration attesting that the original was lost or destroyed. *Normal turnaround time is **10 working days**. Only one testamur will be issued at a cost of \$55.*
- 3) **Nested Award and or a Letter of Completion for Nested Award**
A nested award is only issued upon review for eligibility by your Head of College or delegated nominee. *Normal turnaround time is **10 working days from date of approval**.*
- 4) **Official Letter** (Please tick below the type of letter that you are requesting)

| | | | |
|--|---|--|--|
| Confirmation of Enrolment | Letter of Release <small>(Offer letter must be attached)</small> | Letter with current attendance percentage | |
| Letter listing currently enrolled subjects | Letter with graduation dates | Letter of appeal against Jury Duty | |
| Guest invitation for graduation <small>(for international students who require a letter supporting guests application for a VISA, please list guests name below)</small> | | Other <small>(please specify below)</small> | |
| Guests Name | <input type="text"/> | | |
| Guests Name | <input type="text"/> | | |

PAYMENT DETAILS (Please tick the method of payment you will be using)

| | | | |
|--------------------|-----------|-------------|------------|
| CASH | CHEQUE | VISA | MASTERCARD |
| Credit Card Number | _____ | Expiry Date | __ / __ |
| Card holder's name | Signature | | |

GENERAL INFORMATION (Please tick how you would like to receive your official document)

| | | | |
|--------------------------------|--|---|--|
| Forwarding Instructions | Collect from Student Services | Mail <small>(please complete mailing address below)</small> | |
| Mailing Address | <input type="text"/> | | |
| Proof of ID | This form must be accompanied by a legitimate form of ID (eg. Student card, driver's licence or passport showing name, photo & signature). Please note the proof of ID here | | |



CHECKLIST

The following is a checklist to help ensure that you have completed and attached all your relevant documentation correctly before **submitting this form to Student Services for processing**.

- Have you checked that your fees are paid and up to date? (**Official documentation can only be supplied if your fees are paid and up to date**)

PERSONAL AND COURSE DETAILS:

- Have all your personal details requested on the form been filled in correctly?
- Have you listed the course name and year of completion (*if applicable*)?

REQUESTED DOCUMENTATION

- Have you indicated the type of documentation that you require?
- Have you attached your new offer letter if you are requesting a letter of release?
- Have you indicated the type of Official letter that you require (*if applicable*)?

PAYMENT DETAILS

- Have you completed the payment details section for documents that have an associated fee?

GENERAL INFORMATION

- Have you indicated if you would like to receive your requested document via the mail? (if yes have you supplied your current mailing address?)
- Have you supplied a verified copy of your photo ID with this application (*if applicable*)?

DECLARATION

- Have you signed and dated the form?

DECLARATION

I declare that to the best of my knowledge, the information I have supplied on this form is true and correct.

Signature:

Date:

Office Use only

Received by

Received Date

All documents claimed by applicant have been sighted and are attached

YES

NO

