

Official Document Request Form

SAVE FORM

PRINT FORM

RESET FORM

! Please note: The 'save form' button is only active when the form is viewed in Adobe Acrobat software.

Document Request Details

Document	Cost
<input type="checkbox"/> Statement of Results.....	\$0
<input type="checkbox"/> Academic Transcript.....	\$0
<input type="checkbox"/> Replacement of Certificate of Completion (Short Courses).....	\$0
<input type="checkbox"/> Replacement of Statement of Attainment.....	\$0
<input type="checkbox"/> Statement of Academic Completion.....	\$0
<input type="checkbox"/> ID Card.....	\$15
<input type="checkbox"/> Replacement of Industry Ticket (card).....	\$0
<input type="checkbox"/> Re-mark or Re-appraisal of an Examination Paper.....	\$75
<input type="checkbox"/> Preparation, validation and mailing of academic records overseas.....	\$100
<input type="checkbox"/> Mailing out Statement of Attainment or Certificate of Completion.....	\$0
<input type="checkbox"/> Mailing out Qualification to student within Australia.....	\$0
<input type="checkbox"/> Mailing out Certificate(s) to student overseas, Registered Post (not tracked)...	\$30
<input type="checkbox"/> Mailing out Certificate(s) to student overseas, FedEx (item tracked).....	\$65

Instructions for completion

1. Fill in this form to mail out Graduation Certificate, Statement of Attainment, Certificate of Completion, or to reissue: Statement of Attainment, Industry Ticket (card), Statement of Academic Completion, Statement of Results, Academic Transcript or ID card.
2. Take completed form to the Information Office at any Holmesglen campus for payment and processing or email completed form to awards@holmesglen.edu.au and we will contact you for payment.
3. Bring proof of identity (e.g. Student ID Card) with you for verification purposes.
4. Allow at least 5 working days for processing.
5. This form is NOT to be used for replacement of a lost or damaged Graduation Certificate. Use the Testamur Replacement Request Form for this.

Student Details and Mailing Address

First name(s):

Last name:

Holmesglen Student ID Number: **Date of birth (dd-mm-yyyy):**

Mobile telephone: **Home telephone:** **Work telephone:**

Email address:

Unit number/Street number/Street name:

Suburb: **State:** **Postcode:**

Country:

Qualification Details

Full title of course (e.g. Certificate IV in Information Technology (General):

Course code: **Year completed:**

OFFICE USE ONLY

Verification of identity (tick appropriate box):
 Production and verification of Student ID card (current or past), **or** Sighting and verification of current driver's licence, **or** Passport.

Name of Administrative Officer:

Signature of Administrative Officer:

Date (dd-mm-yyyy): **Date issued to student** (dd-mm-yyyy):