

Request For Official Results and Completion Documentation



This form should be completed by Victoria University (VU) students or graduates who wish to obtain one or more of the following documents:

- Academic transcript
- Statement of Attainment
- Australian Higher Education Graduate Statement (AHEGS)
- Testamur (if you have previously graduated and now wish to obtain your testamur)
- VU Extra transcript
- Notification/Letter of Completion (NOC)
- Replacement testamur/certificate.

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen.

The official academic documents (Academic Transcripts, Statement of Attainment and VU EXTRA-AT) are provided free of charge for students currently enrolled in their courses or who have completed their studies and are awaiting conferral.

1. PERSONAL DETAILS

Student ID	<input type="text"/>	Family name	<input type="text"/>
Given names	<input type="text"/>	Date of birth	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

Current students: We will contact you using the details recorded in our student system. If your personal details have changed, you must update them through MyVU (myvu.edu.au). Please note: the email provided on this form will be used to communicate any digital documentation.

Current address

Street	<input type="text"/>	Suburb	<input type="text"/>
State	<input type="text"/>	Postcode	<input type="text"/>
		Country	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

2. COURSE DETAILS

Course title	<input type="text"/>	Course code	<input type="text"/>
--------------	----------------------	-------------	----------------------

3. FORMER STUDENTS/GRADUATES DETAILS

Former name (if applicable)	<input type="text"/>
Former Institution (e.g. VU, FIT, WMIT)	<input type="text"/>
Year last enrolled	<input type="text"/>

4. REQUIRED DOCUMENT(S)

Please read carefully and select the document you require from the options below. Once you've made your selection, please specify the quantity, cost and format of the document by ticking the appropriate boxes in the panel on the right. If you are currently enrolled in your course, please select the free option for Academic Transcripts, Statement of Attainment and VU Extra-AT.

Documents	Quantity	Cost and format
Academic Transcript* Please select the option that best describes you: Option 1: For students enrolled from 2001 onwards. Include GPA? (available for Higher Education [HE] courses only) Yes No	<input type="checkbox"/>	\$20 per digital version*
	<input type="checkbox"/>	\$40 per hard copy
	<input type="checkbox"/>	Free (Students currently enrolled)
Option 2: For students who commenced their course before 2001. Please note: These records are obtained from archives. These transcripts take up to four weeks to issue. Fee is not refundable if no records are found as a manual search is required. GPA not available	<input type="checkbox"/>	\$40 per hard copy
	<input type="checkbox"/>	Digital versions not available

Documents	Quantity	Cost and format
<p>Australian Higher Education Graduate Statement (AHEGS) Award must have been conferred on or after October 2012.</p>	<input type="checkbox"/> <input type="checkbox"/>	\$20 per digital version* \$40 per hard copy
<p>VU Extra transcript Only for eligible students who have completed an extra curriculum program and graduated from Dec 2017 onwards. Unofficial version available via MyVU.</p>	<input type="checkbox"/>	\$40 per hard copy Free (Students currently enrolled)
<p>Re-Issue of Official Letter of Completion For students who graduated May 2015 or earlier (hard copy version).</p>	<input type="checkbox"/>	\$20 per hard copy
<p>Re-Issue of Official Notification of Completion (NOC) For students who graduated after May 2015 (digital version*).</p>		Free
<p>Original Testamur/Certificate Please indicate which item(s) you require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Testamur – TAFE (digital version*) <input type="checkbox"/> Testamur – TAFE (hard copy only) <input type="checkbox"/> Testamur – HE (digital version*) <input type="checkbox"/> Testamur – HE (hard copy only) 		\$20 per digital version* (Digital Testamur available to students who graduated from August 2022 onwards) Free Original Hard Copy Testamur
<p>Replacement Testamur/Certificate Please indicate which item(s) you require:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Testamur – TAFE (hard copy only) <input type="checkbox"/> Testamur – HE (hard copy only) <p>Please note: We will issue replacement testamurs/certificates if they have been destroyed, damaged, lost or stolen. The document will include a statement indicating that it is a replacement and the date it was issued. You must provide supporting evidence, such as a copy of a police or fire report detailing the circumstances of the loss or theft. If an official report is not available please attach a signed and appropriately witnessed Statutory Declaration stating the details of how the document was lost/destroyed. If the testamur is damaged, you must return the original version. The name on the replacement testamur must appear exactly as it did on the original version unless there are exceptional circumstances, in accordance with the Awards and Testamurs Procedure. If you believe you have exceptional circumstances, attach a letter explaining your situation.</p>		\$165 per hard copy Replacement Testamur
<p>Statement of Attainment Statements of Attainment (SOA) are applicable to TAFE courses only. Lists units passed for courses recognised within the Australian qualification framework (only available for students enrolled from 2001 onwards).</p>	<input type="checkbox"/> <input type="checkbox"/>	\$20 per digital version* \$40 per hard copy Free (Students currently enrolled)

*Digital document provided via [MyeQuals](#). A notification email will be sent to your preferred email address in due time.

Please note: If your grade has changed since you received your last transcript, bring the original transcript to VUHQ and we'll issue you with a replacement, free of charge. Offshore students, please post this form and your old transcript to the address [on the bottom of this form](#).

5. POSTAGE DETAILS

Document and postage	Price
All documents – Collection from VUHQ at Footscray Park campus	Free
All documents (excluding Testamur/Certificate) – Standard postage within Australia	Free
All documents (excluding Testamur/Certificate) – Express postage within Australia	\$18.00
All documents – Standard International Airmail overseas (trackable)	\$28.00
Testamur/Certificate – Postage within Australia (trackable)	\$24.00
DHL Overseas Courier (trackable)	\$75.00
Total to be paid – postage and document costs (The Academic Transcripts, Statement of Attainment and VU-Extra AT are provided free of charge for students currently enrolled in their course)	\$ <input type="text"/>

If you wish your hard copy documents to be posted to a third party, please provide details here:

Name of person/company/registration body

Street **Suburb**

State **Postcode** **Country**

Special instructions

6. PAYMENT DETAILS

Pay via our [online payment gateway \(vu.xetta.com/V9Q/menu\)](https://vu.xetta.com/V9Q/menu) (Google Chrome web browser preferred). Once you've made your payment, submit your form and receipt number online at ASKVU (askvu.vu.edu.au) or by post or in person at VUHQ where we can also accept card payments.

Write your receipt number here before submitting the form

Amount paid **Date paid**

Signature **Date**

PRIVACY STATEMENT

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website vu.edu.au/privacy. You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

PRIVACY INFORMATION: We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy.

CONTACT US

If you have any questions, you can access ASKVU (askvu.vu.edu.au), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ♦ City Campus
- ♦ Footscray Park
- ♦ Sunshine
- ♦ Footscray Nicholson
- ♦ St Albans
- ♦ Werribee