

REQUEST FOR FORMAL RESULTS STATEMENTS AND REPLACEMENT TESTAMUR

This form should be completed by 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 ExtraTranscript
- Notification/Letter of Completion
- Replacement Testamur/Certificate

1. PERSONAL DETAILS

STUDENT ID:

FAMILY NAME:

GIVEN NAME (S):

DATE OF BIRTH:

COURSE TITLE:

COURSE CODE:

If you are no longer enrolled at VU please go to **Section 2**.

If you are a current student please go to **Section 3**.

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 Portal.

2. FORMER STUDENTS/GRADUATES

FORMER NAME (IF APPLICABLE):

CURRENT STREET ADDRESS:

SUBURB:

STATE:

POSTCODE:

TELEPHONE:

EMAIL ADDRESS:

INSTITUTION NAME (e.g. VU, FIT, WMIT):

YEAR LAST ENROLLED:

3. REQUIRED DOCUMENT(S)

DOCUMENTS	QUANTITY	COST AND FORMAT (PLEASE TICK)
<input type="checkbox"/> Academic Transcript for students enrolled from 2001 onwards. Include GPA? (GPA is available for HE courses only) <input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> \$15 digital version <input type="checkbox"/> \$26 first hard copy <input type="checkbox"/> \$12 each subsequent hard copy
<input type="checkbox"/> Academic Transcript for students who commenced their course before 2001. (Records obtained from archives. Note these transcripts take up to four weeks to issue. Fee is not refundable if no records are found as a manual search is required.)		<input type="checkbox"/> \$37 first hard copy <input type="checkbox"/> \$18 each subsequent hard copy (digital versions not available)
FOR ACADEMIC TRANSCRIPTS PLEASE INDICATE: <input type="checkbox"/> One full Academic Transcript (all courses and units of study) <input type="checkbox"/> Transcript for course indicated in Section 1 of this form (single course transcripts available for HE only) <input type="checkbox"/> One full Academic Transcript (all TAFE courses) <input type="checkbox"/> Two Full Academic Transcripts (one for all Higher Education courses, one for all TAFE courses) – No additional charge. <i>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.</i>		

DOCUMENTS	QUANTITY	COST AND FORMAT (PLEASE TICK)
<input type="checkbox"/> STATEMENT OF ATTAINMENT Statements of Attainment are applicable to TAFE courses only. Lists units passed for courses recognised within the Australian Qualification Framework.		<input type="checkbox"/> \$26 first hard copy <input type="checkbox"/> \$12 each subsequent hard copy Digital versions not available
<input type="checkbox"/> AUSTRALIAN HIGHER EDUCATION GRADUATE STATEMENT (AHEGS) Award must have been conferred on or after October 2012.		<input type="checkbox"/> \$15 digital version <input type="checkbox"/> \$26 first hard copy <input type="checkbox"/> \$12 each subsequent hard copy
<input type="checkbox"/> VU EXTRA TRANSCRIPT For eligible students who graduate from Dec 2017 onwards. Unofficial version available via MyVU.		<input type="checkbox"/> \$25 hard copy Digital versions not available
<input type="checkbox"/> RE-ISSUE OF OFFICIAL LETTER OF COMPLETION – Graduated May 2015 or earlier (hardcopy version).		<input type="checkbox"/> \$20 first copy <input type="checkbox"/> \$12 each subsequent hard copy
<input type="checkbox"/> RE-ISSUE OF OFFICIAL NOTIFICATION OF COMPLETION – Graduated after May 2015 (electronic version).		<input type="checkbox"/> FREE
<input type="checkbox"/> Replacement testamur/certificate (higher education) <input type="checkbox"/> Original testamur (tafe) <input type="checkbox"/> Original testamur – higher education (hard copy only) <input type="checkbox"/> Original testamur – tafe (hard copy only)		<input type="checkbox"/> \$165 hard copy replacement <input type="checkbox"/> \$15 digital version (only available to HE graduates from December 2017 onwards) <input type="checkbox"/> Original testamur – FREE
<p>FOR REPLACEMENT TESTAMURS:</p> <p>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.</p> <p>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.</p> <p><i>NOTE: 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.</i></p>		

4. POSTAGE DETAILS

ITEM	PRICE
<input type="checkbox"/> Collection of Original or replacement Testamur/Certificate from St. Albans campus VUHQ	FREE
<input type="checkbox"/> Postage within Australia – Standard All documents except Testamurs/Certificates	FREE
<input type="checkbox"/> Postage within Australia – Express Post All documents except Testamurs/Certificates	\$18.00
<input type="checkbox"/> Postage of Testamur/Certificate – trackable within Australia	\$24.00
<input type="checkbox"/> Postage overseas, all documents. Standard International Airmail (trackable)	\$28.00
<input type="checkbox"/> DHL Overseas courier (trackable)	\$75.00
TOTAL TO BE PAID – POSTAGE AND DOCUMENT COSTS	\$

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 NUMBER AND NAME:

SUBURB, STATE AND POSTCODE:

SPECIAL INSTRUCTIONS:

5. PAYMENT DETAILS

Pay via our online payment gateway: vu.onestopsecure.com/OneStopWeb/V9Q/menu and submit form and receipt number online at ASKVU (askvu.vu.edu.au) or by post or in person at VUHQ where we can also accept bank draft, money order, bank or personal cheque.

WRITE YOUR RECEIPT NUMBER HERE BEFORE SUBMITTING THE FORM:

AMOUNT PAID:

DATE PAID:

STUDENT SIGNATURE:

DATE:

PRIVACY INFORMATION:

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

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

Our VUHQs are located at the following campuses:

City King	St Albans	Footscray Park	Sunshine
City Flinders	Werribee	Footscray Nicholson	