

**REQUEST FOR COURSE CERTIFICATE AND ACADEMIC TRANSCRIPT REPLACEMENT**

Please allow approximately two (2) working days for processing this request. This form must be submitted as original paperwork with payment evidence.

**STUDENT PERSONAL DETAILS**

METRO IDENTIFICATION NUMBER: \_\_\_\_\_ DATE OF BIRTH: \_\_/\_\_/\_\_

GIVEN NAME (Please print): \_\_\_\_\_ FAMILY NAME: \_\_\_\_\_

CONTACT TELEPHONE NUMBER: \_\_\_\_\_

**Mailing address** (replacement certificate and academic transcript will be sent to this address if requested)

STREET ADDRESS: \_\_\_\_\_

SUBURB/TOWN: \_\_\_\_\_ STATE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

POST CODE: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

**COURSE DETAILS**

COURSE TITLE: \_\_\_\_\_

Which period did you complete this course? \_\_\_\_\_

**REASON FOR REPLACEMENT**

I require a replacement course certificate and academic transcript for the following reason:

Lost       Damaged       Change of name       Other (Please specify) \_\_\_\_\_

**REPLACEMENT FEES**

There is a replacement fee of \$50.00 (Australian dollars) per certificate and academic transcript plus postage (if requested) of \$5.00 (Australia) OR \$15.00 (Overseas)

**DOCUMENTARY EVIDENCE FOR A CHANGE OF NAME**

You will need to submit the 'Change of address/personal details' form and provide documentary evidence such as marriage certificate or other documentary evidence stating the change to your name. A College Officer must sight this documentary evidence.

**STUDENT DECLARATION**

I hereby confirm that the information provided by me is true and correct.

Student Signature: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

**Office Use Only**

Payment received? Yes  No  Certificate & transcript collected? Yes  No

Certificate and transcript prepared? Yes  No  Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Note:

\_\_\_\_\_  
\_\_\_\_\_