

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 Extra Transcript
- 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	Postcode		
Telephone	Email address		
Institution Name (e.g. VU, FIT, WMIT)	Year last enrolled		

3. REQUIRED DOCUMENT(S)

Documents	Quantity	Cost and format (please circle)
<input type="checkbox"/> Academic Transcript for students enrolled from 2001 onwards Include GPA? YES/NO (please circle)		\$15 digital version \$25 first hard copy \$12 each subsequent hard copy
<input type="checkbox"/> Academic Transcript for students who completed their study 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.)		\$35 first hard copy \$17 each subsequent hard copy Digital versions not available
For Academic Transcripts please indicate: <ul style="list-style-type: none"> <input type="checkbox"/> Full Academic Transcript (all courses and units of study) <input type="checkbox"/> Transcript for course indicated in Section 1 of this form 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.		
<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		\$25 first hard copy \$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		\$15 digital version \$25 first hard copy \$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		\$25 hard copy Digital versions not available

Section 3 continued:

Documents	Quantity	Cost and format (please circle)
<input type="checkbox"/> Re-issue of Official Letter of Completion – Graduated May 2015 or earlier (hardcopy version)		\$20 \$12 each subsequent hard copy
<input type="checkbox"/> Re-issue of Official Notification of Completion – Graduated after May 2015 (electronic version)		Free
<input type="checkbox"/> Replacement Testamur/Certificate		\$165 hard copy replacement \$15 digital version (only available to graduates from December 2017 onwards)
<input type="checkbox"/> Original Testamur (hard copy)		Original hard copy - free
<p>For Replacement Testamurs: 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. 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.</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	\$17.00
<input type="checkbox"/> Postage of Testamur/Certificate - trackable within Australia	\$23.00
<input type="checkbox"/> Postage overseas, all documents. Standard International Airmail (trackable)	\$27.00
<input type="checkbox"/> DHL Overseas courier (trackable)	\$70.00
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 & Postcode		State/Country	
Special Instructions			

4. PAYMENT DETAILS

Pay via our online payment gateway: <https://vu.onestopsecure.com/OneStopWeb/V9Q/menu> and submit form and receipt number online at www.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:	
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Signature **X** _____

Date signed _____

ASKVU: www.vu.edu.au/askvu

Phone: +61 3 9919 6100

Web: www.vu.edu.au/students

Postal address:
 Assessments and Completions,
 PO Box 14428 Melbourne VIC 3001