

# AC01 B – REQUEST FOR AWARDS & GRADUATION DOCUMENTATION



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

- 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.

## 1. PERSONAL DETAILS

Student ID  Family name

Given names  Date of birth

Phone  Email

**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](http://myvu.edu.au)).

## 2. COURSE DETAILS

Course title  Course code

## 3. FORMER STUDENTS/GRADUATES

Former name (if applicable)

Former Institution (e.g. VU, FIT, WMIT)  Year last enrolled

**Preferred postal address**

Street  Suburb

State  Postcode  Country

Email  Phone

## 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.

Documents	Quantity	Cost and format
<input type="checkbox"/> <b>Australian Higher Education Graduate Statement (AHEGS)</b> Award must have been conferred on or after October 2012.	<input type="text"/>	<input type="checkbox"/> \$20 per digital version* <input type="checkbox"/> \$40 per hard copy
<input type="checkbox"/> <b>VU Extra transcript</b> For eligible students who graduate from Dec 2017 onwards. Unofficial version available via MyVU.	<input type="text"/>	<input type="checkbox"/> \$40 per hard copy Digital versions not available
<input type="checkbox"/> <b>Re-Issue of Official Letter of Completion</b> For students who graduated May 2015 or earlier (hard copy version).	<input type="text"/>	<input type="checkbox"/> \$20 per hard copy

SECTION 4 CONTINUES ON PAGE 2 OF THIS FORM.

Documents	Quantity	Cost and format
<input type="checkbox"/> <b>Re-Issue of official Notification of Completion (NOC)</b> For students who graduated after May 2015 (digital version*).		<input type="checkbox"/> Free
<input type="checkbox"/> <b>Replacement testamur/certificate</b> Please indicate which item(s) you require: <input type="checkbox"/> Original testamur – TAFE (digital version*) <input type="checkbox"/> Original testamur – TAFE (hard copy only) <input type="checkbox"/> Original testamur – HE (digital version*) <input type="checkbox"/> Original testamur – HE (hard copy only)  <b>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.</b>  <b>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.</b>  <b>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 <a href="#">Awards and Testamurs Procedure</a>. If you believe you have exceptional circumstances, attach a letter explaining your situation.</b>		<input type="checkbox"/> \$165 per hard copy replacement <input type="checkbox"/> \$20 per digital version* (available for both HE and TAFE graduates from December 2017 onwards)  <input type="checkbox"/> Free original testamur (available to TAFE graduates from 2017 onwards)

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

## 5. POSTAGE DETAILS

Document and postage	Price
All documents – Collection from VUHQ at Footscray Park campus	Free
AHEGS/NOC (hard copy) – Standard Australian post	Free
AHEGS/NOC (hard copy) – Express post (trackable)	\$18.00
Testamur/certificate – Postage within Australia (trackable)	\$24.00
All documents – Standard International Airmail overseas (trackable)	\$28.00
DHL Overseas Courier (trackable)	\$75.00
<b>Total to be paid – postage and document costs</b>	<b>\$</b> <span style="background-color: #cccccc; padding: 2px 20px;"></span>

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

**If you are an offshore student, submit this form to the address below. If you need to return your testamur for re-issue or a replacement testamur please post to address below:**

Victoria University, Awards and Graduations. PO Box 14428, Melbourne VIC 8001.

## 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](https://askvu.vu.edu.au)) or by post or in person at VUHQ.

Write your receipt number here before submitting the form

Amount paid

Date paid

**Signature**

**Date**

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### 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](https://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](https://vu.edu.au/privacy).

## CONTACT US

If you have any questions, you can access ASKVU ([askvu.vu.edu.au](https://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