

REPLACEMENT AWARD

USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.

- All MIT students are given an official transcript and certificate on graduation of their course.
- If you have misplaced your transcript or certificate, a replacement document can be provided.
- Payment must accompany application. A replacement official certificate costs \$25. A replacement official transcript costs \$25.
- Payment can be made in person at the MIT administration office, or by credit card, cheque, or direct deposit.
- For certificates to be collected by a third party, the applicant must provide written authorisation. Authorised third parties must provide photographic identification at the time of collection.
- Applications take a maximum of 10 working days to process from the date this completed application form is received.

Student details

Title Mr Ms Other (please specify):	
Family name	
First name(s)	
Student number	Date of birth (d/m/y)
Full address	
City	Postcode
Country	
Email	Telephone (home/mobile)
Signature	Date

Document request details

Please indicate the documents that are to be replaced.

Course 1	MUPC	Diploma	General English	EAP
Document/s required	Transcript Certificate			
Year of completion				

Course 2	MUPC	Diploma	General English	EAP
Document/s required	Transcript Certificate			
Year of completion				

Course 3	MUPC	Diploma	General English	EAP
Document/s required	Transcript Certificate			
Year of completion				

Collection method

International only
Registered Airmail \$25 No postage required – email scan of certificate only (no charge)
Onshore / Domestic only
Ordinary Mail Registered Mail \$7 Overnight Express Post \$8 Collect from Student Centre (no charge)
Reason for request
Lost or stolen Damaged – original award certificate must be surrendered Change of Name – Original documentary evidence or a certified copy must be attached (i.e. Passport, Birth certificate, Deed Poll, Marriage certificate, Decree Nisi) and original award certificate must be surrendered

Payment details

Note: Murdoch Institute of Technology does not accept cash payments.

Please tick:		
Cheque – please post to MIT, Building 512, Murdoch University, South Street, Murdoch WA 6150		
Direct Deposit – please reference your name on your Direct Deposit Payment* to be made to:		
Account name:	Murdoch Institute of Technology (Deposit)	
Bank:	HSBC Bank Australia Limited	Swift Code: HKBAAU25
Branch address:	28 Bridge Street, Sydney, NSW 2000	
BSB:	342-011	
Account number:	461498-163	
*You are required to provide a copy of the direct receipt with your completed application form.		
Credit card payment (Mastercard/ Visa)		
Cardholder name		
Card number	CVV number*	Expiry date (m/y)
Signature	Date	

*CSC/CVV/CVV2 code (the 3 digit security code located on the back of credit card)

Instructions

Please hand this completed form into the MIT administration office, or if you are unable to attend in person, please email to mit.reception@murdochinstitute.wa.edu.au

If you have any additional information to add to your request please write here:
--