

## REQUEST FOR

# 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 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.

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

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

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

## Collection method

<b>International only</b>
Registered Airmail \$25 No postage required – email scan of certificate only (no charge)
<b>Onshore / Domestic only</b>
Ordinary Mail Registered Mail \$7 Overnight Express Post \$8 Collect from Student Centre (no charge)
<b>Reason for request</b>
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:	
Direct Deposit – please reference your name on your Direct Deposit Payment* to be made to:	
Account name:	<b>Murdoch Institute of Technology (Deposit)</b>
Bank:	<b>HSBC Bank Australia Limited</b> Swift Code: <b>HKBAU25</b>
Branch address:	<b>28 Bridge Street, Sydney, NSW 2000</b>
BSB:	<b>342-011</b>
Account number:	<b>461498-163</b>
*You are required to provide a copy of the direct receipt with your completed application form.	
In person at the MIT Administration Office	
Signature	Date

## 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](mailto:mit.reception@murdochinstitute.wa.edu.au)

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