

# 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 <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> 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> <input type="checkbox"/> MUPC <input type="checkbox"/> Diploma <input type="checkbox"/> General English <input type="checkbox"/> EAP <input type="checkbox"/> Foundation Studies
Document/s required <input type="checkbox"/> Transcript <input type="checkbox"/> Certificate
Year of completion
<b>Course 2</b> <input type="checkbox"/> MUPC <input type="checkbox"/> Diploma <input type="checkbox"/> General English <input type="checkbox"/> EAP <input type="checkbox"/> Foundation Studies
Document/s required <input type="checkbox"/> Transcript <input type="checkbox"/> Certificate
Year of completion
<b>Course 3</b> <input type="checkbox"/> MUPC <input type="checkbox"/> Diploma <input type="checkbox"/> General English <input type="checkbox"/> EAP <input type="checkbox"/> Foundation Studies
Document/s required <input type="checkbox"/> Transcript <input type="checkbox"/> Certificate
Year of completion

## Collection method

<b>International only</b> <input type="checkbox"/> Registered Airmail \$25 <input type="checkbox"/> No postage required – email scan of certificate only (no charge)
<b>Onshore / Domestic only</b> <input type="checkbox"/> Ordinary Mail Registered Mail \$7 <input type="checkbox"/> Overnight Express Post \$8 <input type="checkbox"/> Collect from Student Centre (no charge)
<b>Reason for request</b> <input type="checkbox"/> Lost or stolen <input type="checkbox"/> Damaged – original award certificate must be surrendered <input type="checkbox"/> 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: <input type="checkbox"/> 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>HKBAU2S</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.	
<input type="checkbox"/> 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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