

REPLACEMENT AWARD

- 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.

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

PERSONAL DETAILS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)	
Family name	
Given name(s)	
Student ID	
Date of birth (dd/mm/yy)	
Email	
Phone number	
Full address	
City	Postcode
Country	

DOCUMENT REQUEST DETAILS

Please indicate the documents that are to be replaced	
Course 1 <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	
Course 2 <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	
Course 3 <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

International only <input type="checkbox"/> Registered Airmail \$25 <input type="checkbox"/> No postage required – email scan of certificate only (no charge)
Onshore/Domestic only <input type="checkbox"/> Ordinary Mail Registered Mail \$7 <input type="checkbox"/> Overnight Express Post \$8 <input type="checkbox"/> Collect from Student Centre (no charge)
Reason for request <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"/> In person at the MIT Administration Office <input type="checkbox"/> 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	HKBAU2S
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	
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
If you have any additional information to add to your request please write here: