

**ARCHIVE CERTIFICATE REQUEST FORM  
AND/OR  
ARCHIVE RESULTS REQUEST FORM**  
*(Please forward to Student Records office for processing)*

Name:.....D.O.B:.....

**Student Name At Time of Study if different from above:**.....  
(Please attach evidence of name change eg. Marriage certificate)

Address:.....

Postcode:.....Telephone:.....

**Fees** (please note, these fees are non refundable if your record cannot be located)

- Please complete the 'Statement of Results' section below if this request is for the issue of a Statement of Results ONLY. If the results are for study completed prior to the year 2000 a fee of \$100 applies.
- Please complete 'Archive Certificate' section below if this request is for the issue of a certificate ONLY. If the study was completed prior to the year 2000 a fee of \$100 applies.
- If BOTH Statement of Results and Certificate are required please note a fee of \$180 applies.

**STATEMENT OF RESULTS**

Name of Course/Course Code:.....

Student Number:.....Years course was studied:.....

**ARCHIVE CERTIFICATE**

Name of Course/Course Code:.....

Student Number:.....Year(s) course was studied:.....

Has this certificate already been issued in the past? YES  NO  UNSURE

**PLEASE TICK YOUR PREFERRED METHOD OF DISTRIBUTION BELOW:**

I wish to COLLECT my certificate/ have it collected by someone else (please provide written letter of authority and contact details)

Please sign and date here upon collection of documents:.....

Please **post** my certificate (to address shown above) – Free

Please post my certificate by **Registered Post** – \$10 (within Australia only)

Please post my certificate by **FedEx** – \$50 (overseas)

**PLEASE NOTE: A SEARCH OF ARCHIVE RECORDS WILL NOT BE INITIATED UNLESS THE RELEVANT FEES HAVE BEEN PAID. PLEASE ALLOW APPROXIMATELY 4 TO 6 WEEKS FOR PROCESSING OF THIS REQUEST. RECORDS WILL ONLY BE RELEASED DIRECTLY TO THE STUDENT DUE TO PRIVACY REGULATIONS.**

<p><b><u>STUDENT RECORDS/ OFFICE USE ONLY:</u></b></p> <p>Name &amp; Code of Course completed:.....</p> <p>Certificate No:.....Produced by:..... Date:.....</p> <p>Checked by :..... Date:.....</p> <p>Posted/Collected by:..... Date:.....</p>
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