

Request for Transcript/Testamur

(Education)

1. Personal Information

Student Number							
Title (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	Gender	<input type="checkbox"/> Male	Date of Birth
	<input type="checkbox"/> Dr Other					<input type="checkbox"/> Female	/ /
First Name				Family Name			
Street Number	Street Name						
Suburb	Post Code	State	Country				
Email:							
Contact number							

2. Details of Request

Name at the Time Course Undertaken	
Course Undertaken	
Year(s) of Study (eg. 1981 to 1985)	
Graduation Year (if applicable)	

3. Copies Required

Request	Transcript (per copy)	\$25.00	Postage: Domestic: \$6.00 Overseas: Please email for price	No. of Copies Required	Total Cost
	Testamur (per copy)	\$50.00	Postage: Domestic: \$15.00 Overseas: Please email for price	1 copy required	Total Cost

At some times of the year there may be delays in processing your request. Please allow for 5 to 10 days for delivery. Overseas destinations may take longer.

You must submit an original Statutory Declaration if you require a replacement testamur. A scanned copy will not be accepted.

The Statutory declaration must contain the following information

- Name & address of recipient, title of the award and date award was conferred (if known)
- How testamur was lost, stolen or damaged
- The Statutory Declaration must be certified by an authorised signatory.

4. Payment Information

<input type="checkbox"/> Cheque (<i>made payable to Morling College – Domestic use only</i>)				<input type="checkbox"/> Direct Transfer			
<input type="checkbox"/> Credit card (incurs an additional 2% fee)				BSB: 082 344			
				Account Number: 027622360			
				Account Name: Morling College			
Name on Card				Card Number			
CCV Number		Expiry date		Signature			

5. Declaration

I acknowledge that I have completed this form in full and all statements are true and correct to the best of my knowledge

Signed:

Date:

Office Use Only

Date Received		Date Processed	
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Morling College

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