



Student Academic Records Application Form

Please lodge this form to the Higher Education Administrator via Hed.Admin@EIA.edu.au. Please allow 14 business days for processing.

Applicant Details			
Full Name:		EIA Student ID:	
Email Address:		Mobile:	
Address: Unit/Flat No. _____	Street No. _____	Street Name:	
Suburb/City:	State:	Postcode:	
Country:			

I would like to apply for: please select the relevant document(s) by placing a <input checked="" type="checkbox"/> next to the options below
Applicants who have graduated or finished the course
<input type="checkbox"/> Issue a <i>Completion Letter</i>
<input type="checkbox"/> Issue a <i>Final Academic Transcript</i>
<input type="checkbox"/> Issue a <i>Testamur</i> – can only be issued after graduation day when applicants cannot attend the graduation ceremony
Re-issue a lost qualification
Course Name: _____ Year Completed: _____
<input type="checkbox"/> Re-Issue a <i>Final Academic Transcript</i> (AUD\$60)
<input type="checkbox"/> Re-Issue a <i>Testamur</i> (AUD\$60)
Applicants who are continuing students at EIA
<input type="checkbox"/> Issue an <i>Interim Academic Transcript</i> – showing current final unit results
<input type="checkbox"/> Issue a <i>Progress Letter</i> – showing the current progress towards completion of the relevant course.
<input type="checkbox"/> Issue a <i>Student Enrolment Letter</i> – showing start date and expected completion date of the relevant course, student name and EIA student ID, course name and enrolment status.
<input type="checkbox"/> Issue a <i>Holiday Letter</i> – showing the relevant formal study break period within a course.

I would like to obtain my selected academic record(s) by:
<input type="checkbox"/> Collecting personally from Campus Campus location: Level 2, 337 La Trobe Street, Melbourne VIC 3000. Collection hours: Monday – Friday, 9 am to 5 pm.
<input type="checkbox"/> Email* *Transcript and Testamur cannot be sent by emails.
<input type="checkbox"/> Registered Post or Overseas Postage Within Australia: AUD\$20 posted to the address listed on this form. Overseas postage: <u>fee subjects to the destination.</u>

Student Declaration
I understand that my documents <u>cannot</u> be issued until I have paid all relevant charges and have no other debts outstanding.
I declare that all information provided on this form are true and correct. I understand that providing incorrect/misleading information can result in delay in processing my documents and may attract additional fees.

Student Signature: _____ **Date:** ____/____/____

OFFICE USE

All relevant charges paid and no debts outstanding? Yes

Document prepared by: _____

Postage (if applicable)

Posted by: _____

TRN: _____

Collection Signature: _____

Date Collected: _____