

Student Academic Records Application Form

Please lodge this form to Student Services via studentservices@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: _____
Please provide the full name that will display on the certificate (IN CAPITAL)			

I would like to apply for: please select the relevant document(s) by placing a <input 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 Interim Academic Transcript – showing current final unit results (AUD\$60)
<input type="checkbox"/> Issue a Statement of Attainment (SoA) – Showing results until now (AUD \$60)
<input type="checkbox"/> Issue a Progress Letter – showing the current progress towards completion of the relevant course
<input type="checkbox"/> Issue a Student Enrolment Letter – 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 Statement of Account – Reflecting fees that have been paid and that are pending
<input type="checkbox"/> Issue a Holiday Letter – showing the relevant formal study break period within a course.

Please select the method of collecting the record(s):	
<input type="checkbox"/> I will personally collect the document at EIA	
<input type="checkbox"/> I will purchase a pre-paid envelope and post it to EIA so it can post the certificate to my address. Please write the receiver's name and address on the envelope	
(Post pre-paid envelope to: Student services, Level G, 338 Queen Street, Melbourne, VIC 3000)	
<input type="checkbox"/> Email*	
*Transcript and Testamur cannot be sent by emails.	
Student signature: _____	Date ordered: / /

Total Amount			\$
Payment Methods			
<input type="checkbox"/> MasterCard/Visa <input type="checkbox"/> EFTPOS <input type="checkbox"/> Bank Transfer			
Cardholder's name:		Expiry date:	/ /
Card Number:			
CCV:	Cardholder's signature:		

Bank Details
Bank name: Bank of Melbourne Account Name: EDVANTAGE INSTITUTE AUSTRALIA PTY LTD BSB: 193 879 A/C: 494 775 171 SWIFT CODE: SGBLAU2S

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: ____/____/____

For office use only: <input type="checkbox"/> Admin staff check unit name/codes on the statement of result against Moodle and EIA Manager records. Admin staff name: _____ Signature: _____ <input type="checkbox"/> Finance manager confirm no outstanding fees. Signature: _____ Date: ____/____/____

OFFICE USE
All relevant charges paid and no debts outstanding? <input type="checkbox"/> Yes
Document prepared by: _____
Postage (if applicable)
Posted by: _____ TRN: _____
Collection Signature: _____ Date Collected: _____