

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:	
Course At EIA			
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 state the reason for requesting the document. (Only applicable for: Progress Letter, Statement of Account)

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 and Completion Letter cannot be sent by emails.		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; padding: 5px;">Student signature: _____</td> <td style="width: 50%; border: none; padding: 5px;">Date ordered: _____</td> </tr> </table>	Student signature: _____	Date ordered: _____
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: _____

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: _____