

Official Document Request Form

! Please note: The 'save form' button is only active when the form is viewed in Adobe Acrobat software.

Document Request Details

Document requested: **Cost:**

| | |
|---|-------|
| <p>i If you're attending a Holmesglen graduation ceremony, you will still receive a printed copy of your qualification as well as My eEquals access.</p> <p>If you're not attending a graduation ceremony, you can order a printed copy of your qualification.....\$30</p> | |
| Add past academic records (from 2000-2023) to My eEquals..... | \$20 |
| ID Card..... | \$15 |
| Re-mark or Re-appraisal of an Examination Paper..... | \$75 |
| Preparation, validation and mailing of academic records overseas | \$100 |
| Mailing out Qualification to student within Australia (Pre 2023) | \$0 |
| Mailing out Certificate(s) to student overseas, Registered Post (not tracked) (Pre 2023) | \$30 |
| Mailing out Certificate(s) to student overseas, FedEx (item tracked) (Pre 2023)..... | \$65 |

Instructions for completion

- Fill in this form and email to **awards@holmesglen.edu.au** or bring completed form to Holmesglen Assist on any campus. Payment can be made at Holmesglen Assist.
- For payment please contact Awards via email or call 03 9564 2059.
- This form is **NOT** to be used for replacement of a lost or damaged Graduation Certificate. Use the Testamur Replacement Request Form.

Student Details and Mailing Address

| | | |
|---|------------------------------------|------------------------|
| First name(s): | | |
| Last name: | | |
| Holmesglen Student ID Number: | Date of birth (dd-mm-yyyy): | |
| Mobile telephone: | Home telephone: | Work telephone: |
| Email address: | | |
| Unit number/Street number/Street name: | | |
| Suburb: | State: | Postcode: |
| Country: | | |

Qualification Details

| | |
|---|------------------------|
| Full title of course (e.g. Certificate IV in Information Technology (General): | |
| Course code: | Year completed: |

OFFICE USE ONLY

Verification of identity: (tick appropriate box)

Production and verification of Student ID card (current or past), **or** Sighting and verification of current driver's licence, **or** Passport.

| | |
|---|---|
| Name of Administrative Officer: | |
| Signature of Administrative Officer: | |
| Date (dd-mm-yyyy): | Date issued to student (dd-mm-yyyy): |