

# 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:**

**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.

If you're not attending a graduation ceremony, you can order a printed copy of your qualification.....\$30

Add past academic records (from 2000-2023) to My eEquals.....\$20

ID Card.....\$15

Re-mark or Re-appraisal of an Examination Paper.....\$0

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

1. 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.
2. For payment please contact Awards via email or call 03 9564 2059.
3. 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):