

Request for Academic Documentation Form

- Student / Graduand / Graduate or Legal Representative to complete all sections.
- Refer to Reissue of Documentation Options as stated, or for further information refer to *Graduation Documents Issuance Policy and Procedures - HE*.
- Current students are entitled to one free copy of their official documentation upon graduation.
- Previous students or requests for issue outside of graduation (including re-issue) will incur a fee per document, plus a postage fee (see below). Requests for Express Post or international post incur additional charges which are subject to change without notice.
- Please allow 7-10 working days from the processing of this form for receipt of your Transcript and ensure you have provided the correct postal address. Longer timeframes apply when using international postage.
 - ⌚ Form processing will start once the form has been completed and payment in full has been made.
 - ⌚ If payment is not confirmed within 7 days of the completion and submission of the Academic Documentation form, the request will be cancelled and the student/graduand informed.
- An Academic Record will be automatically included with reissue of a VET Academic Testamur and is included in the standard issue fee.
- **Unique Student Identifiers ([USI](#)) are required for re/issue of:
 - ⌚ HE qualifications when the completion date of the course occurred after 1 January 2023.
 - ⌚ VET qualifications when the completion date of the unit or course occurred after 31 December 2014.
- Requests for reissue due to change of name **must** be supported by **certified** copies of proof of name change documents. These are to be submitted together with this completed form. Alternatively, **originals** may be presented at your local campus for sighting and copies of the originals will be taken for the College's records and placed on the Student / Graduand / Graduate file.
- References within this form to 'College' relate to any businesses currently or previously operated by the Australian College of Natural Medicine Pty Ltd – including Endeavour College of Natural Health, Australian College of Natural Medicine, College of Natural Beauty, FIAFitnation, FIA, Fitnation and SAHEC.
- This form, along with any required attachments, should be returned to your local campus or via email to student.records@endeavour.edu.au.

REISSUE OF DOCUMENTATION OPTIONS

OPTION 1

For damaged awards that require reprints, students need to bring in or post in their original testamur to their closest College campus and the Office of Student Records will reprint the testamur. This reprint will contain the student's original Certificate Registration Number. If a student does not have their original testamur, Option 2 must be followed.

OPTION 2

For students who have lost their testamur or do not have their original and require a reissue, they will need to fill out a [Statutory Declaration](#) and have it signed by one of the signatory delegates as stated on the form. The Office of Student Records will need to receive the original Statutory Declaration or an email digital copy to student.records@endeavour.edu.au. This will allow the Office of Student Records to 'reissue' the testamur.

Documentation Request

Please indicate what documentation you are requesting by ticking relevant box/es:

Vocational Education and Training

➤ (please select only one option)

- ☐ Statement of Attainment (for incomplete VET qualifications only)
- ☐ Academic Testamur - Certificate, Diploma or Advanced Diploma (automatically includes a record of results)

Higher Education

➤ (transcript and applicable award can be selected as required)

- ☐ Academic Transcript
- ☐ Undergraduate Award - Bachelor
- ☐ Postgraduate Award - Honours

All sectors

➤ Please indicate the most relevant option by ticking **one** of the following boxes:

Current students

- ☐ I am a current student requesting issue of academic documentation (outside of graduation).

Previous students

- ☐ I have previously studied at the College and am requesting a re-issue of my award documentation and include a Statutory Declaration.
- ☐ I have previously studied at the College and am requesting a re-print of my award documentation and surrender my original documentation for updating.
- ☐ I am requesting a change of name and re-issue of my academic documentation and enclose supporting certified name change documentation.
- ☐ I am requesting a copy of my academic documentation (for example, academic transcript).

Personal Details

Student Number	Campus	
Unique Student Identifier (USI)**	Date of Birth	
Title	Given Name	Family Name
Address		
Suburb	State	Postcode
Phone Number		
Email		

**Required for VET students who completed after 31 December 2014 or HE students who completed after 1 January 2023 only.

Processing and Postage Charges

Select the appropriate postage method from the Australia Post options stated.

Note:

- The College sends all academic documentation by registered post (tracked/signature on delivery). This is to protect official documentation from inclement weather and keeps it secure. Documentation will not be left if not signed for and will be required to be collected from a local Australia Post outlet. (Refer to tracking service via Australia Post website for journey and collection information <https://auspost.com.au/> 'Track a parcel')
- Higher Education (HE) Testamurs (A3) require a TU1 postal tube. Postage costs are included in the selections below. HE Testamur (A3) cannot be shipped in an A4 envelope.
- If you require a HE Testamur **and** a HE transcript to be reissued, the \$25 reissue fee per document applies but they will be posted together and only one postage fee is therefore applicable.

Domestic Postage:	
Higher Education documentation:	
☐	HE Transcript only - Envelope (A4) - (\$25 reissue fee + \$10.00 postage=\$35)
☐	HE Testamur only- TU1 Tube (A3) - (\$25 reissue fee + \$15 for postage=\$40)
☐	HE Testamur plus HE Transcript - TU1 Tube (A3) - (\$50 reissue fee + \$15 postage cost=\$65)
VET documentation:	
☐	VET Testamur - includes Academic Record - Envelope (A4) - (\$30 reissue fee + \$10.00 postage=\$40)
☐	VET Statement of Attainment - Envelope (A4) - (\$30 reissue fee + \$10.00 postage=\$40)
☐	VET Academic Record only - Envelope (A4) - (\$30 reissue fee + \$10.00 postage=\$40)
Additional Postage Requested:	
☐	Express Post - A4 envelope additional \$10
☐	International postage - cost TBA on submission of form

Payment

- Payment is by credit or debit card via a secure payment link, which will be emailed once the form is submitted and the final total charge has been calculated.

I (the undersigned), declare that I have read and understood the policy related to this form and that the information I have provided within this document is true, correct and complete in every respect. I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in cancellation of my enrolment and/or delays in processing this form:

- ☐ I am the student to which this document refers, **OR**
- ☐ I am legally authorised to act on behalf of the student whose details are stated within this document:

Name of Legal Representative:

Signature of applicant for documentation (including legal representatives):	Date:
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