

# Request for Transcript/Testamur

(Counselling)

1. Personal Information						
<b>Student Number</b>						
<b>Title (please tick)</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	<b>Gender</b>		<input type="checkbox"/> Male	Date of Birth	/ /
	<input type="checkbox"/> Miss			<input type="checkbox"/> Female		
	<input type="checkbox"/> Dr Other					
<b>First Name</b>		<b>Family Name</b>				
<b>Street Number</b>		<b>Street Name</b>				
<b>Suburb</b>		<b>Post Code</b>		<b>State</b>		<b>Country</b>
<b>Email:</b>						
<b>Contact number</b>						

2. Details of Request	
Name at the Time Course Undertaken	
Course Undertaken	
Year(s) of Study (eg. 1981 to 1985)	
Graduation Year (if applicable)	

3. Copies Required					
Request	Transcript (per copy)	\$25.00	<b>Postage:</b> Domestic: \$6.00 Overseas: Please email for price	No. of Copies Required	Total cost:
	Testamur (per copy)	\$50.00	<b>Postage:</b> Domestic: \$15.00 Overseas: Please email for price	1 copy required	Total cost:

At some times of the year there may be delays in processing your request. Please allow for 5 to 10 days for delivery. Overseas destinations may take longer.

You must submit an original Statutory Declaration if you require a replacement Testamur. A scanned copy will not be accepted. The Statutory declaration must contain the following information

- Name & address of recipient, title of the award and date award was conferred (if known)
- How testamur was lost, stolen or damaged
- The Statutory Declaration must be certified by an authorised signatory.

4. Payment Information					
<input type="checkbox"/> Cheque ( <i>made payable to Morling College – Domestic use only</i> )			<input type="checkbox"/> Direct Transfer		
<input type="checkbox"/> Credit card (incurs an additional 2% fee)			BSB: 082 344		
			Account Number: 027622360		
			Account Name: Morling College		
Name on Card			Card Number		
CCV Number	Expiry date		Signature		

5. Declaration	
I acknowledge that I have completed this form in full and all statements are true and correct to the best of my knowledge	
Signed:	Date:

Office Use Only				
Date Received		Date Processed		Date Posted