



APPLICATION FOR DOCUMENTS

1. Complete all the details below.
2. Submit this form to Deakin College Reception with payment (if applicable)- by EFTPOS only, no cash by 4:00 pm Monday to Friday.
3. Please note that **five (5) working days** will be required to process this application from the date in which you lodged this form. Multiple copies will not be issued.
4. If you are unable to come into Deakin College Reception, please return your completed application and proof of payment (if applicable) to: deakincollege@deakin.edu.au or by post to: Deakin College at Deakin University 221 Burwood Highway, BURWOOD VIC 3125 Australia

Student ID: _____	Date: _____
Full name of student: _____	
Date of birth: _____	Course: _____ Telephone: _____
Address (please print clearly especially if you are requesting for the document to be mailed to you): _____ _____	
Email: _____	Signature: _____

LETTERS	FEE
<input type="checkbox"/> Letter to confirm study at Deakin College (includes commencement/completion/withdrawal dates)	\$10.00
<input type="checkbox"/> Letter to confirm trimester break- for employer	\$10.00
<input type="checkbox"/> Letter for Centrelink	\$0
<input type="checkbox"/> Letter for sponsor- please specify: _____	\$0
<input type="checkbox"/> Other letter - please specify: _____	\$10.00
ACADEMIC TRANSCRIPT/GRADUATION CERTIFICATE	
<input type="checkbox"/> Academic transcript (results)	\$20.00
<input type="checkbox"/> Graduation certificate You can collect your graduation certificate or have it mailed to you after the completion ceremony. Graduation certificates are free for the first time they are issued. There is a \$20.00 fee to replace original graduation certificates.	
Do you want to 1) Collect your graduation certificate from Deakin College Reception (Burwood/Geelong campus) 2) Have it mailed to you- write address above clearly OR 3) Have a friend collect it (write their full name- must provide photo ID on collection) or mailed to them. Write your answer here _____	
Please note that Deakin College does not accept responsibility for certificates lost or damaged in the mail. We can send certificates overseas by REGULAR AIRMAIL (free but no tracking service) or by DHL EXPRESS (cost involved- tracking number provided).	
STUDENT ID CARDS	
<input type="checkbox"/> Replacement for student ID card (no charge for expired student ID cards- please attach)	\$20.00

FOR OFFICE USE: Date collected/mailed: _____ Collected by (name and signature): _____