

# CERTIFICATE REPRINT REQUEST FORM (ACADEMIC AND ELICOS)



UOW  
COLLEGE  
AUSTRALIA

## INSTRUCTIONS:

- This form can be completed by students who are currently enrolled, or students who are no longer enrolled in an Academic or ELICOS Program at UOW College Australia.
- Students can submit this form either:
  - via email to [uow-college-enrolment@uow.edu.au](mailto:uow-college-enrolment@uow.edu.au) and the College Support Team will be in contact with you; or
  - in person at College Reception located at Building 30, University of Wollongong.
- Students enrolled in Higher Education Diplomas must outline the reason that the replacement certification is sought and provide additional supporting documentation as listed below.
- Please note reprint requests can take a minimum of 2 (two) weeks to process.
- Payment must be provided before any certification is reprinted.

## COSTS OF REPRINT:

- An initial fee of \$22.00 is payable for each approved reprint request.
- The student will receive two (2) copies of their original certificate. If additional copies of the certificate are required thereafter, a fee of \$5.00 per reprinted certificate is payable.

PERSONAL DETAILS			
<b>Student Number:</b>			
<b>Full Name:</b>			
<b>Email:</b>			
<b>Contact Phone:</b>			
<b>Course Name:</b>			
<b>Course Start Date:</b>			
<b>Course Finish Date</b>			
CERTIFICATE REPRINT REQUEST			
<i>(Please nominate the certificates you wish to have reprinted.)</i>			
English Program Certificates		Academic Program Certificates	
	IELTS Completion Certificate		Testamur or Completion Certificate
	ES 3 Completion Certificate		Transcript (showing grades)
	Module 3 Completion Certificate		Attendance Certificate
	ETS Completion Certificate		Achievement/Special Award



	Attendance Certificate – available at the end of ECOE period.	
	Graded report – available at the end of the ECOE period.	
<b>REASON FOR REQUEST</b>		
<i>(To be completed by Students enrolled in a Higher Education Program only)</i>		
<b>Reason for Reprint Request</b>		<b>Supporting Documentation (Required)</b>
	Original contains an administrative error or has been damaged.	Original Certificate
	Misplaced or Stolen Original	Completed Statutory Declaration
<b>DELIVERY METHOD</b>		
	I will pick up my reprint from College Reception once notified of their availability.	
	I would like my reprint posted to the below address:	
<b>Postal Address:</b>		
<b>SIGN AND DATE</b>		
<b>Signature</b>		<b>Date</b>
<b>OFFICE USE ONLY</b>		
<b>Action</b>	<b>Date</b>	<b>Actioned by Staff Member</b>
Request Received		
Payment Processed		
Request Forwarded to Program Manager		
Request Completed		
Certificate(s) Issued to Student		