JAMES COOK UNIVERSITY AUSTRALIA

APPLICATION FOR AUSTRALIAN HIGHER EDUCATION GRADUATION STATEMENT

Students graduating from an award course at any JCU Campus on or after 18 December 2010 are issued an Australian Higher Education Graduation Statement (AHEGS). Students who graduated before 18 December 2010 are not eligible to receive an AHEGS.

1. IMPORTANT INFORMATION

You will receive a complimentary copy of your AHEGS at graduation. This form can be used to purchase replacement or additional copies. You cannot apply for your AHEGS until you have graduated. Graduation is not automatic. Please ensure that you apply to graduate and submit your Australian Higher Education Graduation Statement application after graduating.

2. PERSONAL DETAILS

Student number: | | | | | | | | |

Title: _____ Given names: _____ Family name: _____

Date of birth (dd/mm/yyyy): _____/_____/_____ Email address: _____

Previous name (If applicable): _____ Telephone: _____

Student Signature: _____ Date (dd/mm/yyyy): _____/_____/_____

NOTE: We will only accept handwritten signatures or electronic (digital) signatures that contain an image of the handwritten signature of the person signing.

3. REQUEST DETAILS

☐ I request _____ copy/copies of my Australian Higher Education Graduation (AHEG) Statement for Award (eg. degree)_____

4. DELIVERY DETAILS

Send graduation statement/s by:

☐ **Post** - please type address in the field below, or print clearly **in the correct postal format (your envelope will be addressed using the information as it appears in this field).** For additional addresses or special instructions, please attach a separate page.

Name and address 1:

STATE: ZIP/PCODE:

COUNTRY:

Name and address 2:

STATE: ZIP/PCODE:

COUNTRY:

☐ **Collect at the Student Centre** ☐ Townsville ☐ Cairns

Photo ID is required. All in person collections will be held at the Student Centre for 30 days only.

If you want to authorise a third party to collect your graduation statement from the Student Centre, please complete the details below.

Note: the authorised person will need to provide their photo ID to collect the statement.

I authorise _____ *(third party's full name)* to collect my statement on my behalf.

5. PAYMENT DETAILS

Your graduation must be conferred BEFORE you submit your application.

Calculate your delivery cost: *(Note: you MUST provide a postal address for the original statement to be mailed to. Postage costs may apply.)*

☐ **$20 for first copy, $5 for each additional copy** **=AUD $**_____

Please send my statment by: (select one)

☐ by post within Australia (free) ☐ Express post within Australia ($7 for each envelope) ☐ Overseas AIRMAIL ($5 for each envelope) ☐ International Express (cost on enquiry via email)

Calculate your total processing cost, including postage: **= TOTAL AUD $** _____

☐ **Please charge my credit card for the above amount**

☐ **Visa** ☐ **Mastercard** Card number: | | | | | | | | | | | | | | | | CCV: | | | Expiry Date: ____/____

Card holder's name: _____ Card holder's signature: _____

NOTE: We will only accept handwritten signatures or electronic (digital) signatures that contain an image of the handwritten signature of the person signing.

☐ **EFTPOS**: **In person ONLY** at the Student Centres when you lodge your application. *NOTE: Cash is NOT accepted.*

6. RETURN DETAILS

In person or by post or email:
James Cook University
Student Centre, Education Central (Bld.134)
Townsville, 4811
Tel: 1800 246 446
Email: academicrecords@jcu.edu.au

Returns to Cairns:
In person only
Student Centre, Chancellery Building (Bld. A1)
McGregor Road, Smithfield

OFFICE USE ONLY
- ☐ Checked DOB
- ☐ Application signed
- ☐ Grad date: _____/_____/_____

Int & Date: _____