

## 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): \_\_\_\_/\_\_\_\_/\_\_\_\_

## 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 statement by: (select one)

by post within Australia (free)  Express post within Australia (\$7 for each envelope)  Overseas AIRMAIL (\$5 for each envelope)  International Express Courier (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: \_\_\_\_\_

**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: \_\_\_\_\_