

# NOTIFICATION OF REQUEST FOR GRADUATION CERTIFICATE TO BE POSTED



This form is to be used only after the graduation event. All changes to the method of collection prior to the graduation event should be made in Access Adelaide.

FOR OFFICE USE ONLY
Receipt No.:
Amount
Date

Please complete this form if you had previously indicated that you or your authorised proxy wished to collect your graduation certificate after the event, but you now request the Graduations Office to post the certificate to you.

Name (*Please print*) \_\_\_\_\_  
SURNAME FIRST AND MIDDLE NAMES

Student ID Number \_\_\_\_\_

Ceremony at which you graduated \_\_\_\_\_

Award received (eg. Bachelor of Science) \_\_\_\_\_

Please post my certificate by registered mail to the following address:  
*(Please note that the address must be a street address, we cannot deliver to post office boxes.)*

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email \_\_\_\_\_  
 Phone \_\_\_\_\_

The required fee is enclosed. (\$15 - *within Australia*, \$30 - *outside Australia*). Please complete section below if you wish to pay by credit card.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Credit Card Details

*(Please complete this section if paying postage by credit card)*

Please charge my:     Bankcard         Mastercard         Visa

Card Number:                        

Expiry Date    \_\_ / \_\_        Cardholder's Name \_\_\_\_\_

Amount: AUD\$ \_\_\_\_\_    Signature \_\_\_\_\_

Send completed form to:  
 The Graduations Office, The University of Adelaide, Adelaide SA 5005, Australia or fax: +61 8 8303 5550