



Request for Courier Delivery of Certificate

AS-39c

The Graduation Office
The University of Auckland
Private Bag 92019
Auckland Mail Centre 1142, NZ
Email: graduation@auckland.ac.nz
Phone: +64 9 373 7599
Fax: +64 9 373 7403

PLEASE NOTE: THIS IS NOT AN APPLICATION TO GRADUATE
You must have already applied to graduate before completing this form

1. Personal details (Please print clearly)

Family Name:
First Name/s:
Mailing address for request: (Note: Must be a physical street address for couriers)

ID Number:							
Date of Birth:							
Daytime Phone:							
Email: (please print clearly)							

2. Graduation ceremony details

Ceremony number _____ in _____ (graduation month) _____ (year)

Qualification name: _____

3. Courier charge (All charges are in NZ\$ and include NZ GST of 15%)

Within New Zealand	\$10.00
To Australia	\$30.00
Rest of the world	\$55.00

4. Payment details

Account Number: 630 8406

Amount payable (all in NZ\$)

Courier/postage fee:		
Within New Zealand	\$10.00	<input type="text"/>
Australia	\$30.00	<input type="text"/>
Rest of the world	\$55.00	<input type="text"/>
TOTAL (NZ\$)		<input type="text"/>

For Administrative Use Only: Cashier's Stamp

Amount:

Receipt No:

Date:

Cheques: Please make cheques out to: The University of Auckland

Credit Card Details: (If paying by credit card ensure the cardholder signs this section)

Card Type: Visa MasterCard Amex

Card No:

Expiry Date:

M M Y Y

Name on Card:

Cardholder's Signature:

5. All requests must be signed

Signature:

Date:

OFFICE USE ONLY

_____ Payment processed	_____ Certificate label checked
_____ SSO details entered	_____ Certificate couriered