

Certificate issue request - *Certificate-level qualifications*

1. Personal Details

Family Name:	ID Number:
First Name/s:	Date of Birth: dd / mm / yyyy
Previous Name: (if applicable)	Daytime Phone:
Mailing Address:	Email: (please print clearly)
Post Code:	Update my mailing address, phone & email on SSO with these details <input type="checkbox"/>

2. Certificate Details

Request for the issue of a certificate for a University of Auckland certificate programme for which all courses have been passed, and all requirements met. **This form cannot be used to request a certificate for a degree or diploma programme.**

Programme Title
(in full)

3. Delivery Details*

* We strongly recommend courier delivery as the certificate is not a standard size

Please tick the appropriate box

- Please post the certificate to the above address (available within New Zealand only. Free of charge – please note sending by standard mail is at your own risk).
- Please courier the certificate to the above address (recommended, see Section 4).

4. Courier Delivery (where requests are being delivered by courier)

Amount Payable (all NZ\$, incl. 15% GST)

Courier fee:

Within NZ	\$10.00	<input type="text"/>
Australia	\$30.00	<input type="text"/>
Rest of the world	\$60.00	<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:	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Amex	Name on Card: <input style="width: 100%;" type="text"/>
Card No:	<input style="width: 100%; height: 20px;" type="text"/>	Cardholder's Signature: <input style="width: 100%; height: 40px;" type="text"/>
Expiry Date:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> M M Y Y	

5. Your Signature

Prior to submission of this request, candidates are advised to seek advice from their Faculty with regard to whether courses enrolled under this Certificate programme can be reassigned to another course of study.

I wish to apply for the issue of the above certificate, and understand that I may not be able to reassign* courses used for this certificate to any other qualification once the certificate has been issued.

Signature:

Date:

6. Notes

***Cross credit** – A course which is common to two University of Auckland undergraduate diplomas or Bachelors degrees and is credited to both.

***Reassignment** – A student may reassign courses from one qualification to another qualification for which the courses are available. However, a student may not reassign courses passed for one qualification to another once a certificate has been awarded for the original qualification.

***Delivery details** – Requests will usually be ready for courier/postage two weeks after the request is received; however, there may be some delay during the weeks leading up to graduation.

***Requests we cannot process** –

1. We are unable to process your request if section 5 of this form has not been signed.
2. A certificate can only be issued if the programme for which you are requesting to have a certificate issued, has been updated as eligible to graduate on SSO.
3. A certificate cannot be issued if you have outstanding fees or fines.

FOR OFFICE USE ONLY

Spreadsheet Update when: received and delivered

Cert Issue date _____ Print by _____ (Initials)

SSO update