



## **Application for additional copies of Australian Higher Education Graduation Statement (AHEGS)**

ADM23-V02/12

If you are a Monash University graduate who was issued an award **after 1<sup>st</sup> December 2010**, you may apply for additional copies of your Australian Higher Education Graduation Statement (AHEGS).

Your AHEGS is a reflection of your academic achievements for the award you received at your graduation.

It will describe the following:

- Your award
- Monash University as the awarding institution
- Your academic achievements
- The Australian higher education system

If you graduated with more than one award, you will need to nominate the particular award for which you want an AHEGS. An AHEGS does not contain information about all of the courses or awards you may have studied at Monash University.

Please note - an AHEGS is different from an Academic Transcript. If you wish to have a transcript of all your results at Monash University you can order an academic transcript via WES. Go to:

<https://my.monash.edu.au/wes/?access=callista>

### **Change of name:**

If you have changed your name and wish to reflect this on your AHEGS you will need to submit a Variation to Personal Details form and supporting documentation along with this application form.

<http://www.monash.edu.au/service-centre/assets/docs/forms/variation-to-personal-details.pdf>

### **Privacy statement**

The information on this form is collected for the purposes of processing your application. If you do not complete all questions on this form we may not be able to process your application.

Credit card details are retained for audit purposes for a period of no more than 12 months and are kept confidential and secure.

You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer:  
[privacyofficer@adm.monash.edu.au](mailto:privacyofficer@adm.monash.edu.au)

### **Lodgement of applications**

If paying by credit card:

- phone us on +61 3 9902 6011 or
- fill in the attached application form and fax to +61 3 9903 1247 or

If you are paying with a cheque or money order you can post the completed application form to:

Student Service Centre  
Monash University  
PO BOX 197  
Caulfield East, Victoria, 3145  
Australia

**Please note:** Cheque/money order needs to be in Australian Dollars(AUD) made payable to Monash University. (Write your name and student number on the back of the cheque/money order)

### **Cost**

Each reprinted copy costs AUD\$40.00

### **Processing time**

Your application will be processed within 5 working days.

### **Postage**

Your AHEGS is sent via Australia Post. Additional fees apply for Registered Post or courier services.

### **Enquiries**

Phone: +61 3 9902 6011

Ask.Monash: <http://monash-ext.custhelp.com/app/answers/list/c/1>

**Please keep this page for your reference**



## Application for additional copies of Australian Higher Education Graduation Statement (AHEGS)

### Section 1 – Personal Details

Student ID Number         Date of Birth (DD/MM/YYYY) \_\_\_ / \_\_\_ / \_\_\_

Surname/Family Name \_\_\_\_\_

Given Names \_\_\_\_\_

Telephone 1 \_\_\_\_\_ Telephone 2 \_\_\_\_\_

Email Address \_\_\_\_\_

### Section 2 – Postal Address

Number and Street/Road \_\_\_\_\_

Suburb/City \_\_\_\_\_

State and Country \_\_\_\_\_ Post Code \_\_\_\_\_

**NOTE:** You can update your postal address any time via the Web Enrolment System <https://my.monash.edu.au/wes/>

### Section 3 – Australian Higher Education Graduation Statement details

*If you have graduated with more than one award, please specify the one you would like to re-print*

Award Title	Graduation Date	Number of reprints required (AUD\$40 per copy)	Total Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

### Section 4 – Collection

Mail to address provided above  Telephone me for personal collection from Caulfield campus

### Section 5 – Payment

I authorise the following amount to be deducted from my credit/debit card: \$ \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_  MasterCard  Visa

Credit Card Number:

Expiry date: \_\_\_/\_\_\_/\_\_\_ Signature of Card Holder: \_\_\_\_\_

### Section 6 – Office use only

Date received: \_\_\_\_\_ Comments: \_\_\_\_\_

Processed by: \_\_\_\_\_

Receipt number: \_\_\_\_\_