

Request for Duplicate Testamur/ Completion Letter



Return form to:
Office of Student Administration and Experience

Melbourne Institute of Technology, Level 2M, 288 La Trobe St, Melbourne VIC 3000, Phone: +61 3 8600 6700, Email: enrolments@mit.edu.au
MIT Sydney, Level 7, 154-158 Sussex Street, Sydney, NSW 2000, Phone: +61 2 8267 1400, Email: enrolments.syd@mit.edu.au

Personal Details	
Title: Mr ☐ Mrs. ☐ Ms. ☐ Miss ☐ Dr ☐	Student ID: M I T
Given Name:	Family Name:
Date of Birth:	Telephone:
Course Name:	Email:

Request Details	
Duplicate Testamur ☐ \$20.00 per copy	Postage Details ☐ Post to Australia (Express) \$35.50 ☐ Testamur Post to International (Registered) * \$60
Duplicate Completion Letter ☐ \$10.00 per copy	Postage Details ☐ Post to Australia (Express) \$10 ☐ International (Registered) * \$25 ☐ International (Express) \$45
Your Duplicate Testamur/Completion Letter will be processed within 5 working days, (10 working days during enrolment period).	
*MIT does not take responsibility for the delivery of International mail. Please ensure correct address details are provided.	Total payable: \$ _____ (Please fill the total amount)

Collection Method
☐ Collect from Office of Student Services and Engagement at MIT.
☐ Send via post. (Provide mailing address below):
Street Address: _____ Suburb/Town/City: _____
State: _____ Postcode: _____ Country: _____

Student Signature: _____	Date: _____
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Payment Details	
Please complete the following details if you are paying by a credit card	
Please debit my: ☐ Visa ☐ MasterCard	Amount: AUD\$ _____
Card number:	Expiry date: /
Cardholder's name: _____	Security code:
Cardholder's signature: _____	
Finance – Office Use Only	
Amount received:	Initials:
Payment method:	Date: