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

If you are a Monash University graduate who was issued an award after 1st 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 that 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/

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@monash.edu

Lodgement of applications
If paying by credit card:
- phone Monash Connect on +61 3 9902 6011
- fill in the attached application form and fax to +61 3 9903 1247

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

Monash Connect
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$47

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: ask.monash.edu

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

<table>
<thead>
<tr>
<th>Award Title</th>
<th>Graduation Date</th>
<th>Number of reprints required</th>
<th>Total Cost (AUD $47 per copy)</th>
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Section 4 – Collection

☐ Mail to address provided above

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: ___________________________