

PERSONAL DETAILS

Please complete using blue or black ink.

| | |
|---|--------------------------------------|
| Student no. | Date of birth (dd/mm/yyyy) |
| Family name | Given name |
| Program name | Program code |
| School | Student contact number/email address |
| Academic career: <input type="checkbox"/> Prep <input type="checkbox"/> Vocational education <input type="checkbox"/> Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/> Research | |

This form must be completed by the student and the nominated proxy.

This form is to be used by an RMIT student to nominate another person to collect academic statements on their behalf.

This completed form must be presented by the nominated proxy, along with supporting proof of identity, when collecting an academic statement on behalf of an RMIT student.

This form is to be used on a single occasion only. A new form will be required if you want a proxy to collect further documents on your behalf in the future.

Please note: You must allow only someone you trust to collect documents on your behalf as the University is not responsible for the security or use of your documents once they have been collected by your authorised proxy.

SECTION 1 – TO BE COMPLETED BY THE STUDENT (Please print clearly.)

I (*name of student*) _____

authorise (*name of proxy*) _____

- to collect my Statement of Academic Completion (SAC) testamur
- academic transcript AHEGS (Australian Higher Education Graduation Statement)
- archive transcript
- VET Qualification statement/Statement of Attainment (SOA)

for the following program/s 1) _____

2) _____

I authorise the proxy noted above to make payment for these academic statements on my behalf.

Signature of student _____ Date (dd/mm/yyyy) _____
 (Must be handwritten, not typed.)

Please ensure you clear any debts to the University before providing your authorised proxy with this form.

Note: Please attach a photocopy of your photo identification (student card, passport, driver licence or other official photo ID) to this form.

SECTION 2 – TO BE COMPLETED BY THE PROXY (Please print clearly.)

I (*name of proxy*) _____

hereby agree to act as proxy for (*name of student*) _____
 to collect academic statements as indicated above.

Signature of proxy _____ Date (dd/mm/yyyy) _____
 (Must be handwritten, not typed.)

Note for proxy: You will be required to present your photo identification (student card, passport, driver licence or other official photo ID) at the time of collection.

Office use only
RMIT Connect date stamp