



REQUEST FOR DOCUMENT

Received Student Business Centre

IMPORTANT INFORMATION

Complete and return this form via email to abc@bond.edu.au or in person at the [Student Business Centre](#).
 Please read the important information regarding the types of documents you can request on the Current Students Website: <https://bond.edu.au/current-students/study-information/enrolment/transcripts-documents>

1. STUDENT DETAILS

STUDENT NUMBER	FAMILY NAME	GIVEN NAMES
DATE OF BIRTH	EMAIL ADDRESS (IF NOT CURRENT STUDENT)	CONTACT PHONE NUMBER

2. DOCUMENTS REQUIRED

Please complete one or more of sections (a) to (d) below for the document(s) you are requesting:

a. OFFICIAL ACADEMIC RECORD (TRANSCRIPT)

Certified digital copy:	Via My eEquals	\$10.00 (to your above email address)
Paper copy:	Collect from SBC	\$25.00
	Standard post within Australia	\$25.00 including postage (complete section 3)
	Express post within Australia	\$25.00 + \$10.00 postage (complete section 3)
	International courier	\$25.00 + \$25.00 postage (complete section 3)
	Additional copies	\$10.00 per additional copy (at time of order)

b. GRADUATION STATEMENT (AHEGS) (Only available for alumni)

Certified digital copy:	Via My eEquals	\$10.00 (to your above email address)
Paper copy:	Collect from SBC	\$25.00
	Standard post within Australia	\$25.00 including postage (complete section 3)
	Express post within Australia	\$25.00 + \$10.00 postage (complete section 3)
	International courier	\$25.00 + \$25.00 postage (complete section 3)
	Additional copies	\$10.00 per additional copy (at time of order)

c. LETTER REQUEST

Please select the reason(s) you are requesting:

<input type="checkbox"/>	A letter for Temporary Graduate Visa (subclass 485)
<input type="checkbox"/>	Current enrolment status and degree program
<input type="checkbox"/>	Semester of commencement and expected graduation semester
<input type="checkbox"/>	Confirmation of program completion
<input type="checkbox"/>	Confirmation of residential address
<input type="checkbox"/>	Invitation letter. Please attach the following details for each invitee: family name, given names, date of birth, relationship to you, passport number, Chinese national ID number (if applicable)
<input type="checkbox"/>	Other (please indicate reason below):

Delivery mode:	Collect from SBC	\$10.00
	Standard post within Australia	\$10.00 including postage (complete section 3)
	Express post within Australia	\$10.00 + \$10.00 postage (complete section 3)
	International courier	\$10.00 + \$25.00 postage (complete section 3)
	Email	\$10.00 please provide recipients email address:

d. REPLACEMENT TESTAMUR (Original testamur must be returned with supporting documentation)Original testamur lost, damaged or destroyed: must provide [Statutory Declaration](#)

Name of Program:

Certified digital copy:	Via My eQuals	\$50.00 (to your above email address)
Paper copy:	Collect from SBC	\$80.00
	Registered post within Australia	\$80.00 + \$10.00 postage (complete section 3)
	International courier	\$80.00 + \$25.00 postage (complete section 3)

Legal change of name: must provide Marriage Certificate, Proof of Divorce or Change of Name Certificate

Name of Program:

Paper copy only:	Collect from SBC	\$110.00
	Registered post within Australia	\$110.00 including postage (complete section 3)
	International courier	\$125.00 including postage (complete section 3)
Paper and digital copy:	Collect from SBC	\$160.00
	Registered post within Australia	\$160.00 including postage (complete section 3)
	International courier	\$175.00 including postage (complete section 3)

3. POSTAGE ADDRESS (ONLY COMPLETE IF YOU HAVE ORDERED DELIVERY OF PAPER DOCUMENTS)

NAME:

STREET ADDRESS:

(POST OFFICE BOX IS NOT ACCEPTED FOR INTERNATIONAL ADDRESSES)

SUBURB OR TOWN:

STATE OR PROVINCE:

POSTAL / ZIP CODE:

COUNTRY:

FOR INTERNATIONAL ADDRESSES ONLY:

PHONE NUMBER:

EMAIL ADDRESS:

4. PAYMENTPayment by credit card or PayPal pay.bond.edu.au/documents. Payment must be made before the requested documents can be produced.

		WR
AMOUNT PAID	DATE	RECEIPT NUMBER

5. STUDENT BUSINESS CENTRE USE ONLY

STUDENT ACCOUNT CHARGED:	
STUDENT NOTIFIED:	
DATE PROCESSED:	
PROCESSED BY:	
POSTAGE TRACKING NUMBER:	

NOTES:

Bond University (BU) may collect personal information about you, including the information on this form. BU collects this information for the purpose of providing services to you and facilitating BU's internal business operations, including the fulfilment of any legal requirements. If the personal information you provide to BU is incomplete and / or inaccurate, BU may be unable to provide you with the services you are seeking. You may access the personal information BU holds about you in accordance with BU's privacy policy at www.bond.edu.au/privacy

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