

# APPLICATION FOR DOCUMENTS ISSUANCE

This form is to be completed by any JMC Academy student (domestic or international), who wishes to apply for having their documents issued/re-issued.

## INSTRUCTIONS //

- Students are **NOT** required to apply for initial issuance of Testamur and Academic Transcript/Record of Results,
- Students are **NOT** required to apply for issuance of Statement of Attainment upon withdrawal – VET students only,
- Students are required to check the evidence that will be provided as part of their application,
- Students are required to make themselves familiar with JMC Academy's *Qualification and Certification Policy* and *Procedure* before submitting their application,
- Students are required to sign and date their application,
- Applications must be submitted to Campus Administration once completed,
- Applicable fees must be paid upon application,
- Students are required to complete all sections below using either a blue or black pen.

## IMPORTANT INFORMATION (DISCLAIMER) //

- JMC Academy reserves the right to revoke any award conferred for which the student was not eligible due to an administrative error,
- JMC Academy does not take responsibility for damages to documents occurred during transportation,
- The turnaround time for documents' retrieval from archives is 4 weeks,
- Documents will be posted via registered post to both domestic and international destinations for a fee,
- Express postage and any form of international postage will incur an additional fee.

## STUDENT DETAILS //

Student Name:

Student Number:

### ARE YOU AN INTERNATIONAL OR DOMESTIC STUDENT?

- Domestic  
 International

### CAMPUS

- Sydney  
 Melbourne  
 Brisbane

### JMC ACADEMY COURSE YOU ARE STUDYING

- Animation  
 Audio Engineering + Sound Production  
 Digital Design  
 Entertainment Business Management  
 Master of Creative Industries  
 Film and TV  
 Game Design  
 Music Performance  
 Songwriting  
 Certificate III in Screen + Media

## APPLICATION IS MADE FOR //

- Testamur  
 Academic Transcript  
 Record of Results  
 Other  
 Letter of Completion  
 Confirmation of Enrolment Letter  
 Statement of Attainment

## COLLECTION //

- In person from Campus Administration  
 Mail to my postal address:

*(please provide details of your most current postal address)*

Unit/Street Number:

Street Name:

Suburb/City:

State:

Postcode:

- I give permission to proxy to collect my documents on my behalf

*(please provide details of your nominated proxy)*

Name:

Surname:

Date of Birth:

Proxy's ID:

*Proxy is required to present their ID to Campus Administration for verification*

## DOCUMENTS SUBMITTED TO SUPPORT THE APPLICATION //

- Passport
- Marriage Certificate
- Driving License
- Statutory Declaration
- Previous Academic Transcript/Record of Results
- Previous Testamur
- Birth Certificate
- Change of Name Certificate
- Other – please specify

## APPLICANT'S DECLARATION //

- I declare that the information I have provided on this application is true and correct.
- I have read and understood JMC Academy's *Qualification and Certification Policy and Procedure*.

STUDENT'S SIGNATURE: \_\_\_\_\_

DATE:            /            /

## OFFICE USE ONLY //

Date application received: \_\_\_\_\_

Received by: \_\_\_\_\_

## DETAILS OF THE DECISION MADE //

## SIGNATORIES //

### CAMPUS MANAGER (OR ADMINISTRATION COORDINATOR)

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Student has been advised of the outcome of their application

Yes             No

Date:            /            /

Applicable Fee has been paid

Yes             No

Date:            /            /

Student's record has been updated

Yes             No

Date:            /            /

### SYDNEY //

561 Harris St  
Ultimo NSW 2007  
Australia  
+61 (02) 8241 8899  
sydney@jmc.edu.au

### MELBOURNE //

Level 1, 171 Bank St  
South Melbourne VIC 3205  
Australia  
+61 (03) 9624 2929  
melbourne@jmc.edu.au

### BRISBANE //

75 Grey St  
South Brisbane QLD 4101  
Australia  
+61 (07) 3360 4500  
brisbane@jmc.edu.au

