Complete this form to be awarded your testamur

Testamurs
Testamurs will only be awarded if you have successfully completed all your course requirements. This includes granting of Skills Recognition and/or Transfers. If your application is unsuccessful you will be notified by the teaching department. Testamurs will be printed and issued in line with ASQA’s Standards for RTO’s 2015.

Graduation
Melbourne Polytechnic holds a Graduation Ceremony each year in late May. Invitations for this event will be posted and emailed in April of each year. Students are to ensure that contact details are current in the Institute’s student records.

How to apply for your Testamur
• If you are applying for more than one testamur you will need to submit an application form for each qualification.
• To receive your testamur at the Graduation Ceremony your application must be received by the Awards Officer by no later than 28 February.
• Lodge your completed Application for a Testamur form:
  - BY POST: to the Awards Officer, Academic Registry, Melbourne Polytechnic, 77 St Georges Road, Preston, VIC 3072
  - IN PERSON: to the Information/Enrolment Centre at any Melbourne Polytechnic Campus.

Further information can be obtained at: www.melbournepolytechnic.edu.au/current-students/graduation/

SECTION 1: Complete all details. Clearly PRINT your legal name as it appeared on your enrolment form and is required on your testamur.

<table>
<thead>
<tr>
<th>Melbourne Polytechnic Student Number</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

Legal Family Name

Legal Given Names

Home Phone

Mobile Phone

Work Phone

PLEASE NOTE: If you have changed your mailing address since enrolling, go to melbournepolytechnic.edu.au/future-students/forms/ and print an Amendment to Personal Details form. Return the completed form to a Melbourne Polytechnic Information Centre as soon as possible.

SECTION 2: COURSE DETAILS and SIGNATURE  NB: A new application must be completed for each qualification.

<table>
<thead>
<tr>
<th>National Course Code</th>
<th>Melbourne Polytechnic Course Code</th>
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<tbody>
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</tr>
</tbody>
</table>

Year course commenced:

Course title:

Student signature: Date / / 

MANAGER TO COMPLETE

Eligibility for Qualification

Application Approved (please tick) ☐

I certify that the applicant has fulfilled all course requirements and is eligible for the award.

Manager: ___________________________ Date _____ / _____ / _______

Application NOT Approved (please tick) ☐ If not approved, Department must advise students in writing using QA forms B/AR/F/7/200C or B/AR/F/7/200D as appropriate.

Reason:

Manager: ___________________________ Date _____ / _____ / _______