

# Request for Replacement Certificate(s), Academic Record or Official Results Notification Guidelines

## CURRENT STUDENTS

Provisional results are recorded by your tutor within a few weeks after your programme or course(s) end date. You can log into [results.weltec.ac.nz](http://results.weltec.ac.nz) to view your provisional results. If you have any questions please talk to your Tutor. There is more information on the WelTec website.

Official results are released around 4-6 weeks after the official end date of your programme or course(s). Results Notifications are automatically mailed out along with Academic Records for graduating students. Please do not complete this form to receive them. We can post overseas. Please keep your contact details up to date via the web address specified above. We do not post/email to other institutions.

Graduating students can choose whether to have their qualification posted or to attend the Graduation Event and have it presented. A Qualification Release and Graduation Ceremony Form will be sent to graduating students with the Academic Record. This must be completed to release your certificate to post or upon collection at the Graduation Ceremony.

If you have completed Unit Standards you can log into [www.nzqa.govt.nz](http://www.nzqa.govt.nz) using your National Student Number (NSN) to view your Record of Learning. NZQA will only list Unit Standards and NZQA awarded certificates: National Certificates/ Diploma and New Zealand Diploma in Business. NZQA will not list WelTec, NZIM or City & guilds certificates.

## PREVIOUS STUDENTS

Requests for replacement certificates or academic records take up to 5 working days to process. Requests for historic records (Central Institute of Technology and Hutt Valley Polytechnic) take 10-15 working days to process. You will receive an email confirmation that your request has been processed.

All records are sent by standard post so after your email confirmation allow 2-4 working days for mail if in NZ and 6-10 working days if overseas.

## HOW TO REPLACE CERTIFICATES FROM OTHER AGENCIES

### First Aid Certificate

There is a \$5 replacement fee (replacements will not be made after the 2 year expiry).

Contact: [www.redcross.org.nz](http://www.redcross.org.nz)

Email: [firstaid@redcross.org.nz](mailto:firstaid@redcross.org.nz)

Phone: 04 499 5827

### City & Guilds Certificate

Follow the instructions on their website: [www.cityandguilds.com](http://www.cityandguilds.com)

### Sale of Liquor Act 1989 and Host Responsibility Certificate

The certificate is issued via the District Licensing Agency who the student must approach to renew their license.

Apply at: <http://wellington.govt.nz/services/consents-and-licences/alcohol-licensing>

### Fire Safety Certificate

Contact: <http://allfiresafety.co.nz/>

Email: [admin@allfiresafety.co.nz](mailto:admin@allfiresafety.co.nz)

Phone: 04 237 5059

### New Zealand Institute of Management (NZIM)

Complete the form at NZIM's website <http://www.nzim.co.nz/>

### National Certificates/Diploma and New Zealand Diploma in Business

Complete the form at NZQA's website <http://www.nzqa.govt.nz/qualifications-standards/results-2/>

# Application for Replacement Certificate(s), Academic Record or Official Results Notification



Use to form if you have lost your certificate or need a copy of your academic record

## Return to:

Reception at any Campus or **Mail to:** Private Bag 39814, Lower Hutt 5045

0800 935 832

www.weltec.ac.nz

## 1 PERSONAL DETAILS

Please give the name you enrolled with at:  Wellington Institute of Technology  Hutt Valley Polytechnic  Central Institute of Technology

Title  Mr  Mrs  Miss  Ms Other

Legal Family Name(s)

Legal Given Name(s)

Previous Name

Date of Birth

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day	Month	Year			

Email

Telephone

## 2 REQUEST DETAILS

Please tick which is required

Replacement Certificate \$20.00  Academic Record \$25.00  Official Results Notification (No cost) Amount  \$  
(No cost to current students)

Qualification(s)	Date Studied	Graduation Date	Course(s)/Module(s)/Subject(s)

Please indicate how you would like to pay

<input type="checkbox"/> <b>At any BNZ branch or through internet banking</b>	BNZ bank account 02 0544 0013731 000. Please include your Student ID in the Particulars, your name in the Code and "Certificate" or "Record" in the Reference
<input type="checkbox"/> <b>EFTPOS or Credit Card</b>	Eftpos and Credit Card payments are accepted at the Wellington City Petone and Auckland Campuses. Credit Card payments can be made by calling the Student Information Centre on 0800 935 832 or you can enter your details below: Cardholder's Name <input type="text"/> Cardholder's Signature <input type="text"/> Credit Card Number <input type="text"/> Expiry Date <input type="text"/>
<input type="checkbox"/> <b>Cheque</b>	Mail your cheque with name and Student ID on the back. Cheques are accepted at all WelTec Campuses.

Method of Delivery

By post (please supply address below) **Or**  Collection (Petone Reception only)

Home Address

 Postcode

## 2 COMPLETE ONLY FOR LOST OR DESTROYED CERTIFICATE(S)

Declaration

I confirm that the original Certificate(s) issued to me by Wellington Institute of Technology/Central Institute of Technology/Hutt Valley Polytechnic have been misplaced or destroyed and are no longer in my possession.

Signature of Applicant

Date