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

(previously called Statement of Achievement)

WelTec
Wellington Institute of Technology
Te Whare Wānanga o te Awakairangi

Return to: Reception at any Campus or Mail to: Private Bag 39814, Lower Hutt 5045 **0800 935 832** **www.weltec.ac.nz**

Please complete if you can: WelTec Student ID | | | | | | | | | | | | National Student Number (NSN) | | | | | | | | | | |

1 PERSONAL INFORMATION

Please give the name you enrolled with at:

☐ The Wellington Institute of Technology ☐ CIT ☐ Hutt Valley Polytechnic

Title ☐Mr ☐Mrs ☐Miss ☐Ms Other

Legal Family Name(s)

Legal Given Name(s)

Previous Name

Date of Birth Day Month Year

Home Address

Postcode

Email

Mobile ( )

Telephone ( )

Qualification

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

2 PAYMENT

Please tick which is required

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

How to pay

At any BNZ branch or through internet banking	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
EFTPOS or Credit Card	Eftpos and Credit Card payments are accepted at the Wellington City and Petone Campuses. Credit Card payments can be made by calling the Student Information Centre on 0800 935 832 or completing the following: Cardholder's Name Cardholder's Signature Credit Card Number Expiry Date
Cheque	Mail your cheque with name and Student ID on the back. Cheques are also accepted at the Wellington City and Petone Campuses.

3 COMPLETE ONLY FOR LOST OR DESTROYED CERTIFICATE(S)

Declaration

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

Signature of Applicant

Date