

REQUEST FOR REISSUE OF SEALED CERTIFICATE/PARCHMENT



**MANUKAU
INSTITUTE OF
TECHNOLOGY**
Te Whare Takiura o Manukau

Send to: ASK ME, Private Bag 94006, Manukau 2241 or email StudentRecordRequests@manukau.ac.nz

The processing time for a reissue of Sealed Certificate/Parchment is approx. 10 - 15 working days.

Use this form if:

- A certificate/parchment is lost, destroyed/damaged or
- Certificate/Parchment details are incorrect

First Name			
Last Name			
Student ID		Date of Birth (dd/mm/yyyy)	
Phone		Email address	
Postal Address			Postcode
Name of qualification			
Year Awarded		Certificate Number and Issue date (if known)	

Please tick ✓ relevant box

<input type="radio"/> Certificate/Parchment Lost	<input type="radio"/> Certificate/Parchment destroyed or damaged	<input type="radio"/> Incorrect/Amended details
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Please return your damaged/incorrect certificate/parchment to the Academic Registry.

How would you like to receive your Certificate/Parchment?		
<input type="radio"/> In person – ASK ME Otara	<input type="radio"/> Post – to the address supplied above	<input type="radio"/> Courier - see charges below

N.B. For security reasons Certificates/Parchments will be couriered to you 'signature required' at your cost. The exception to this is all L1 – L4 qualifications (including National and NZ Certificates) within Auckland only.

	Cost	Please tick ✓
Replacement Certificate or Diploma	\$25.00 per Certificate/Diploma	
Replacement Degree Parchment and Level 7 qualification	\$40.00 per parchment	
Postal Charges		Please tick ✓
Standard Post within NZ	No charge	

Courier Charges		Please tick v
Within New Zealand	\$10.00	
Australia	\$30.00	
USA	\$65.00	
All other countries	\$55.00	
Total amount (NZD)		

How would you like to pay?	
<input type="radio"/> Internet Banking	<input type="radio"/> In person at any Westpac bank

Please supply evidence for name change of details (e.g. passport, birth certificate or marriage certificate).

N.B. Your **FULL LEGAL** name will be recorded on your certificate.

I declare that the information I have provided on this form is true and accurate to the best of my knowledge. All other copies of my certificate will be destroyed if damaged or found.

Signed:	Date: (dd/mm/yyyy)
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