
5. Your Signature

Prior to submission of this request, candidates are advised to seek advice from their Faculty with regard to whether courses enrolled under this Certificate programme can be reassigned to another course of study.

I wish to apply for the issue of the above certificate, and understand that I may not be able to reassign* courses used for this certificate to any other qualification once the certificate has been issued.

Signature:

Date:

dd / mm / yyyy

6. Notes

***Cross credit** – A course which is common to two University of Auckland undergraduate diplomas or Bachelors degrees and is credited to both.

***Reassignment** – A student may reassign courses from one qualification to another qualification for which the courses are available. However, a student may not reassign courses passed for one qualification to another once a certificate has been awarded for the original qualification.

***Delivery details** – Requests will usually be ready for courier/postage two weeks after the request is received; however, there may be some delay during the weeks leading up to graduation.

***Requests we cannot process** –

1. We are unable to process your request if section 5 of this form has not been signed.
2. A certificate can only be issued if the programme for which you are requesting to have a certificate issued, has been updated as eligible to graduate on SSO.
3. A certificate cannot be issued if you have outstanding fees or fines.

FOR OFFICE USE ONLY

Spreadsheet Update when: received and delivered

Cert Issue date _____ Print by _____ (Initials)

SSO update