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

Title ☐Mr ☐Mrs ☐Miss ☐Ms ☐Dr ☐None

Surname or Family Name(s)

First or Given Name(s)

Previous Name (if different)

Date of Birth ☐☐ ☐☐ ☐☐☐☐
Day Month Year

Street Address

Postcode

Email

Mobile ( )

Home Phone ( )

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)

Credit Card ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Expiry Date ☐☐☐☐

Cardholder's Name

Cardholder's Signature

Cheque Made payable to Wellington Institute of Technology.

Amount $

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 have been misplaced or destroyed and are no longer in my possession.

Signature of Applicant

Date