



Request for Postage of Award Parchment

- This form is *not* to be used if you have used *myGraduation* to request postage of your parchment.
- If your award was conferred more than 6 months ago, it will take approximately one week for your parchment to be recalled from archives.
- The fees for postage are:
 - \$10.00 within Australia (*Registered Mail*)
 - \$20.00 overseas (*couriered by DHL*)
- Please turn over for lodgement details.
- If you have any questions please contact Graduations & Records on +61 8 8302 2194 or email graduations@unisa.edu.au.

Part A: Personal detailsStudent ID (*if known*):

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Previous name (*if applicable*):

Date of birth:

Contact No:

Email:

Program details:

Program title:

Date award was conferred (*if known*):Institution studied at if not UniSA (*see page 2*):**Part B: Postage Details** Post within Australia Post outside Australia (*NB: overseas courier will not deliver to post office boxes*)

Name:

Address Line 1:

Address Line 2:

State:

Country:

Post code:

Part C: Credit card details (*alternatively you can include a cheque with this form or make cash payment in person at Campus Central – see page 2 for locations*)

Credit card type (please tick):

Visa Mastercard

Card holder name:

Card number:

Card expiry date:

Amount: AUD\$10 / AUD\$20 (*please circle*)

Authorisation signature:

Date:

OFFICE USE ONLY**Campus Central**

Receipt no:

Amount:

Initials:

Date:

IMPORTANT INFORMATION

List of Antecedent Institutions:

- South Australian Institute of Technology
- South Australian College of Advanced Education (Magill, Salisbury and Underdale Campuses only)
- Adelaide College of the Arts & Education (Underdale Campus only)
- Kindergarten Training College or Kingston CAE
- Salisbury Teachers College or Salisbury CAE
- Wattle Park Teachers College, Murray Park CAE or Hartley CAE
- Western Teachers College, SA School of Art or Torrens CAE

Please do NOT complete this form for studies completed at the following institutions:

- Adelaide Teachers College, Adelaide College of Advanced Education and South Australian College of Advanced Education (City/Kintore Ave Campus) – Contact the **University of Adelaide** Student Centre on +61 8 8303 5208
- Bedford Park Teachers College, Sturt College of Advanced Education or South Australian College of Advanced Education (Sturt Campus) – Contact the **Flinders University** Graduation Office on +61 8 8201 5069

LODGING YOUR APPLICATION

With Campus Central

In person

City East

Campus Central
Level 3
Playford Building

Mawson Lakes

Campus Central
Ground Floor
A Building

City West

Campus Central
Ground Floor
Yungondi Building

Mount Gambier

Regional Centre Office
Wireless Road
Mount Gambier SA 5290

Magill

Campus Central
Level 1
B Block

Whyalla

Campus Central
Ground Floor
Main Building

By post

University of South Australia
Campus Central – (name of campus)
GPO Box 2471
Adelaide SA 5000

By fax

City East	+61 8 8302 2466
City West	+61 8 8302 0590
Magill	+61 8 8302 4090
Mawson Lakes	+61 8 8302 3550
Mount Gambier & Whyalla	+61 8 8302 6190