

## Request for Postage of Award Parchment

- This form should not be used if you have already requested postage of your parchment via myGraduation
- If your award was conferred more than 3 months ago, it will take approximately 3 - 4 working days 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 see page 2 for lodgement details.
- If you have any questions please contact Graduations & Records on +61 8 8302 2194 or email [graduations@unisa.edu.au](mailto:graduations@unisa.edu.au).

### Part A: Personal details

Student ID (if known):		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	First name(s):								
Family name:					Previous name:				
Date of birth:			Contact No:			Email:			

### Part B: Program details

Program title:
Date award was conferred (if known):

### Part B: Address Details

*Please note: DHL will not deliver to Post Office boxes.*

Address:	
Suburb/ Town:	State/ Province:
Postcode/ ZIP Code:	Country (if not Australia):
Applicant signature:	Date:

### Part C: Postage Options

	Cost	Total
<input type="checkbox"/> Domestic Registered Mail (Australian addresses only)	AUD\$10	AUD\$
<input type="checkbox"/> DHL International Courier (International addresses only)	AUD\$20	AUD\$
<b>TOTAL:</b>		<b>AUD\$</b>

Part D: Payment	
<input type="checkbox"/> Cash/Cheque/Credit Card in person at Campus Central (see below for address details)	
<input type="checkbox"/> Cheque/Money Order/Credit Card via mail (see below for address details)	
<input type="checkbox"/> Credit Card via fax (see below for fax number)	
Credit card type (please tick):	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>
Card holder name:	
Card number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Card expiry date:	Amount AUD\$ Total from Page 1
Authorisation signature:	Date:
<i>Cheques should be made payable to "The University of South Australia".</i>	

LODGING YOUR APPLICATION WITH CAMPUS CENTRAL			
<b><u>In person</u></b>		<b><u>By post</u></b>	
<b>City East</b> Campus Central Level 3 Playford Building	<b>City West</b> Campus Central Ground Floor Yungondi Building	<b>Magill</b> Campus Central Level 1 B Block	University of South Australia Campus Central – (insert name of campus) GPO Box 2471 Adelaide SA 5000 Australia
<b>Mawson Lakes</b> Campus Central Ground Floor A Building	<b>Mount Gambier</b> Regional Centre Office Wireless Road Mount Gambier SA 5290	<b>Whyalla</b> Campus Central Ground Floor- Main Bld 111 Nicolson Avenue Whyalla Norrie SA 5608	<b><u>By fax</u></b> 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 8647 6082
<b><u>By email</u></b>			
<b>City East:</b>	<a href="mailto:campuscentral.cityeast@unisa.edu.au">campuscentral.cityeast@unisa.edu.au</a>		
<b>City West:</b>	<a href="mailto:campuscentral.citywest@unisa.edu.au">campuscentral.citywest@unisa.edu.au</a>		
<b>Magill:</b>	<a href="mailto:campuscentral.magill@unisa.edu.au">campuscentral.magill@unisa.edu.au</a>		
<b>Mawson Lakes:</b>	<a href="mailto:campuscentral.mawsonlakes@unisa.edu.au">campuscentral.mawsonlakes@unisa.edu.au</a>		
<b>Mount Gambier &amp; Whyalla:</b>	<a href="mailto:campuscentral.whyalla@unisa.edu.au">campuscentral.whyalla@unisa.edu.au</a>		

OFFICE USE ONLY			
Campus Central			PLU 10110
Please enter student name and/or ID to enable tracking of page 1 of form.			
Student name:		Student ID:	
Receipt no:	Amount:	Initials:	Date: