

Application for Reissue of Qualification



Family Name	<input type="text"/>	First Name(s)	<input type="text"/>
Student ID	<input type="text"/>	Year of commencement	<input type="text"/>
Phone (w)	<input type="text"/>	(h)	<input type="text"/>
		Date of Birth	<input type="text"/>
Address (for posting qualification when available)			
<input type="text"/>			

Please tick ✓ appropriate box below and fill in requested information.

A **Reissue of Qualification**
Cost \$75

Programme Name Year Awarded

Original qualification is attached
 Original qualification has been irretrievably lost

B **Reissue of Statement of Attainment**
Cost \$50

Course Name

Note: A reissue of a qualification may take up to one month. As soon as it is available, it will be posted to the address you have provided above. Any further delays will be advised to you.

Fee Payment Method Amount

NB: If cheque enclosed is not your own – please write your name and student number on the reverse of the cheque.

Cheque (payable to Ara) Internet Banking

Ara | Te Pūkenga Bank details:
Bank account name: Te Pūkenga NZIST – Ara Institute
Bank account Westpac: **03 0826 0169064 003**
Please use your **Student ID** and “ReissueQual” in the payment details

Please forward application to:
Central Academic Records
Ara Institute of Canterbury Ltd
PO Box 540
CHRISTCHURCH 8140

1	8	5	0	1	7	7	0	0
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For Office Use Only

Processed by	<input type="text"/>	Checked by	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

I have sighted the evidence and can confirm the student is eligible to have their award re-issued.