

# REQUEST FOR REPLACEMENT TRANSCRIPT

Please refer to the information printed on page 2 before completing this form.

## 1. Student Details

Title      Student Number

First name

Surname or Family Name

Title of Award

Mailing Address

City                      Postcode

Country

Contact Mobile Number

Email

## 2. Reason for Request (select one ONLY)

Original transcript has been lost and a statutory declaration is attached to this form.

Original transcript has been damaged and the original transcript (or a statutory declaration) is attached to this form.

Name change and the original transcript (or a statutory declaration) together with certified copies of proof of name change are attached to this form.

Name to be printed on Replacement Testamur (if applicable)

## 3. Payment Details (select one ONLY)

A charge of 211 USD/ 150 JOD applies for a Replacement Testamur. Postage is additional cost.

Please mail my transcript within Jordan (testamurs will be sent by registered mail) **150 JD**  
without shipping cost

Please mail my transcript outside of Australia (testamur will be sent by registered, overseas mail) **150 JD**  
without shipping cost

I will collect my transcript from my local campus **150 JD**

## 4. Declaration

I agree that the information provided within this form is true and correct Requester's signature

Date

 /  / 

## Student Services Use Only

Amount  Receipt#

Date  Initials

## Delivery Details

Date  Initials

Jordan Post Tracking sticker

## REQUEST FOR REPLACEMENT TRANSCRIPT

### Definition

A "replacement transcript" is a replacement for an academic transcript issued by SAE Institute Pty Ltd trading as SAE Amman Creative Media Institute

### Policy

1. A "replacement transcript" will be produced using the proforma current at the time of issue of replacement, and incorporate the current relevant signatory;
2. A "replacement transcript" will outline the original date of issue;
3. A "replacement transcript" will outline the original date, month and year of reproduction

### Terms

A "replacement transcript" will be issued under the following terms:

1. Where the original transcript has been damaged and is returned to SAE Amman Creative Media Institute;
2. Where the original transcript has been lost;
3. Where a Change of Name has occurred, the original transcript together with certified copies of proof of name change documents, must be provided to SAE Amman Creative Media Institute. (Accepted forms of proof of name change include certified copies of: birth certificate, marriage certificate, certificate of divorce, endorsed passport showing previous and current names or evidence of name change; change of name certificate. Note: SAE Amman Creative Media Institute's Student Records System will be updated with the Name Change);
4. Where additional copies are required for evidence of achievement

### Charges

1. A "replacement transcript" will be issued free of charge where the original was damaged, defective or incorrect issued, and is returned to SAE Amman Creative Media Institute within 8 weeks from the distribution date, and subject to outcomes of an internal investigation by SAE Amman Creative Media Institute;
2. A "replacement transcript" will be issued free of charge where the original was lost in transmission;
3. A fee in accordance with SAE Amman Creative Media Institute's Administration Fees will be charged in all other cases.