

Complete this form to be awarded your testamur

Testamurs

Testamurs will only be awarded if you have successfully completed all your course requirements. This includes granting of Skills Recognition and/or Transfers. If your application is unsuccessful you will be notified by the teaching department.

Graduation

NMIT holds one Graduation Ceremony each year in late May.

You have the option of attending the Graduation Ceremony to receive your testamur in person, or having it posted to you by registered mail. Select the option which best suits you in Section 3 of this form.

Application Closing Dates

- Testamurs will be printed and distributed in July and November depending on the date you submitted your application.
- To receive your testamur by July your application must be received by the Awards Officer no later than 28 February.
- Alternatively, to receive your testamur in November your application must be received by 31 August.
- **Where you choose to attend the Graduation Ceremony your testamur will be issued at the Graduation Ceremony in the month of May in either the same year or the following year depending on when your application was submitted.**

How to apply for your Testamur

- Complete this form and lodge by the closing date.
- If you are applying for more than one testamur you will need to submit an application form for each qualification.
- Indicate whether you will be attending the Graduation Ceremony in Section 3 of this form.
- Post your completed *Application for Testamur* form to:

Awards Officer, Academic Registry, Building G, Level 1, Room 220, NMIT, 77-91 St Georges Road, PRESTON, VIC 3072

For further information go to: www.nmit.edu.au/graduation

SECTION 1: Complete all details.

Clearly PRINT your legal name as it appeared on your enrolment form and is required on your testamur.

NMIT Student Number	<input type="text"/>	Date of Birth	<input type="text"/>
Legal Family Name	<input type="text"/>		
Legal Given Names	<input type="text"/>		
Home Phone	<input type="text"/>	Mobile Phone	<input type="text"/>
	<input type="text"/>	Work Phone	<input type="text"/>

PLEASE NOTE: If you have changed your mailing address since enrolling, go to www.nmit.edu.au/forms and print an *Amendment to Personal Details* form. Return the completed form to an NMIT Information Centre as soon as possible.

SECTION 2: COURSE DETAILS and SIGNATURE

NB: A new application must be completed for each qualification.

NMIT COURSE CODE	<input type="text"/>	Year course COMMENCED	<input type="text"/>
Course Name	<input type="text"/>		

Student signature: _____

SECTION 3: SELECT ONE OPTION ONLY

- I would like to attend the Graduation Ceremony in May. **I will collect my testamur in person at the Graduation Ceremony.**
- I would like to have my testamur posted to me via Registered mail. **I will NOT be attending the Graduation Ceremony.**

OFFICE USE ONLY

Application received by Awards Officer: _____

Application Approved (please tick)

I certify that the applicant has fulfilled the requirements for the course.

Head of Department/Program _____ Date ____/____/____

Application NOT Approved (please tick) **VET courses only - Department must advise students in writing. Go to B/AR/F/7/200C or B/AR/F/7/200D for template.**

Reason: _____

Head of Department/Program _____ Date ____/____/____