

ACADEMIC VERIFICATION REQUEST FORM

Complete this form to request verification of a Victoria University Graduate's qualification.

Please allow five working days from receipt of all required information for the request to be processed.

PLEASE NOTE: Credit card payment is the preferred option for five working day completion. All payments are to be made in Australian Dollars (AUD).

PLEASE WRITE CLEARLY IN **CAPITAL LETTERS**.

AGENT INFORMATION

NAME OF AGENT REQUESTING INFORMATION:

NAME OF COMPANY:

CITY:

PHONE:

COUNTRY:

EMAIL ADDRESS WHERE INFORMATION IS TO BE SENT:

STUDENT INFORMATION

FAMILY NAME:

FIRST NAME:

DATE OF BIRTH:

PHONE:

OTHER NAMES:

STUDENT ID:

INSTITUTION ATTENDED IF PRE-1998:

AWARD TO BE VERIFIED (COURSE NAME):

CONFERRAL DATE (IF PROVIDED):

SIGNED CONSENT FORM ATTACHED

Please ensure signed consent is provided. Requests will not be completed without consent. Copies of certificates or other documents may be attached to assist the verification process.

ITEM (PLEASE TICK ITEM REQUIRED)	PRICE (AUD)	OFFICE USE ONLY
<input type="checkbox"/> Academic Verification (International request)	\$60 (GST not applicable)	VERIZ
<input type="checkbox"/> Academic Verification (within Australia)	\$75 (incl. GST)	VERIC

PAYMENT INSTRUCTIONS

If paying by credit card, payment must be made prior to submitting this form. To make the payment please go to vu.edu.au/academic-verification-payment and submit form and receipt online at vu.edu.au/gotovu

You can also post to the address below – use this method if paying by bank draft, money order, or bank or personal cheque.

PLEASE WRITE THE RECEIPT NUMBER HERE IF YOU ARE UNABLE TO SUBMIT IT ONLINE: _____

CONTACT

Enquiries GOTOVU
vu.edu.au/gotovu
Phone +613 9919 6100

MAIL TO

Assessments & Completions Office
St Albans Campus
Victoria University
PO Box 14428
Melbourne VIC 8001

PRIVACY INFORMATION:

We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy

If you have any questions, you can access **ASKVU**,
speak to us via live chat or call us on **+61 3 9919 6100**.

Our VUHQs are located at the following campuses:

City King	St Albans	Footscray Park	Sunshine
City Flinders	Werribee	Footscray Nicholson	