

# AIM CERTIFICATE RE-ISSUANCE APPLICATION FORM

## Instructions:

Complete this form, attach certified Proof of Identity and email to [studentsupport@aim.com.au](mailto:studentsupport@aim.com.au)  
AIM will contact you after receipt of this application to arrange payment if applicable.

## 1. Personal Details

Title: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Have you been known by any other name (alias, maiden name etc)?

If yes, please provide: \_\_\_\_\_

USI (if known): \_\_\_\_\_ Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Postal Address

(where you want your certificate sent): \_\_\_\_\_

## 2. Enrolment Details

### What did you study with AIM?

(Qualification name if known; otherwise, please describe the subjects/courses you studied)

### When did you study with AIM?

(year or date range)

### When was your certificate issued to you?

(date or month/year)

### Name that appeared on your certificate when originally issued.

### What organisation were you working for at the time your certificate was issued?

Provide any additional information that may assist AIM in locating your records (e.g. studied online, face to face or blended).

### What state did you complete your qualification in?

### During the course did you submit any formal assessments?

## AIM CERTIFICATE RE-ISSUANCE APPLICATION FORM

### 3. Re-issuance Pricing

<input type="checkbox"/> <b>Transcript</b>	For partial completion of a qualification	\$75.00
<input type="checkbox"/> <b>Qualification</b>	For completion of all the requirements of a qualification	\$100.00

### 4. Proof of Identity

A certified copy of one of the following is acceptable:

- Valid Passport       Driver's Licence       Approved Photo ID

**PLEASE NOTE:**

If your family name has changed since your certificate was issued, you will need to supply additional information as proof of your identity, e.g. a marriage certificate or name change certificate.

Copies must be certified by a Justice of the Peace

**Please note that re-issuance may take up to 28 working days.**

**PAYMENT**

For your privacy and security, AIM will call you to process credit card or direct debit payments via telephone after receiving this application.

**WHERE TO SEND YOUR APPLICATION**

Email to: [studentsupport@aim.com.au](mailto:studentsupport@aim.com.au)