

Certification Statement

How do I get a Transcript of my results?

Upon completion of a course with ECC, Pathway students will be provided with complimentary hard copy Transcripts and Testamurs.

ELICOS graduates will receive a complimentary hard copy Achievement Report.

Current ECC students may request an unofficial record of results from the Student Portal.

Information about ECC's certification documents may be found in the [Certificate Issuance Policy](#) and the [Certificate Issuance Procedures](#).

How do I order a replacement Testamur?

If you are a graduate of ECC and your original Testamur has been lost, stolen, destroyed or damaged, you can apply for a replacement Testamur for a fee. Replacement Testamurs will reflect the current College format; however, will identify the Testamur as a replacement certificate.

To request a replacement Testamur, please read the following information and then complete the [Request for Documents Form](#). If your original Testamur has been:

- **lost or destroyed** - we require you to upload a [Western Australia Statutory Declaration](#) to your request form. The statutory declaration must state the circumstances in which the loss or destruction of the original Testamur occurred and be signed by an authorised witness. Statutory declarations received that contain insufficient details or are incorrectly witnessed, will be rejected, and may lead to delays in receiving your replacement.
- **damaged** - you need to upload a scanned copy or photo of the original Testamur to your request form. You must also surrender your original hard-copy Testamur to ECC, either in-person or via post to the below mailing address before a replacement is issued. If your original Testamur is damaged in the delivery process, we will provide a re-print of your original document free of charge, if within three months of your graduation date. In these instances, please contact Student and Academic Services.
- **stolen** - we require you to upload a copy of the police incident report to your request form.

In all cases, proof of identity is required.

The replacement fees for Testamurs are as follows. Please ensure to nominate the correct payment amount within the request form based on your preferred delivery/collection method:

- \$125 – if collected in-person from the Joondalup or Mt Lawley campus;
- \$129 – if domestic (inside Australia) postage is required; or
- \$150 – if international (outside Australia) standard international postage is required.

If you wish to have your documents couriered, ECC will provide you with a cost quotation.

How do I order a replacement Transcript?

If you are a graduate of ECC you can request a hard copy replacement Transcript and have it posted to you at a cost of \$30.00 AUD. Complete the [Request for Documents Form](#) and email it to justask@ecc.edu.au.

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Can I order a replacement Transcript or Testamur if I studied with PIBT, AUSI, AIBT or ACBT?

The table below outlines the documentation ECC will provide to students who studied the identified courses at PIBT, AUSI, AIBT or ACBT:

Institution	Qualification	Certification Documents
Perth Institute of Business and Technology (PIBT) Perth	All courses	Letter of Confirmation, printed on ECC letterhead, of qualification(s) awarded. Grades and marks are not listed in the Letter of Confirmation. Note: ECC and PIBT are separate entities and ECC cannot reissue PIBT transcripts and testamurs.
	Certificate IV	Records for vocational courses are held by the Australian Skills Quality Authority ; former students are directed to contact ASQA for replacement certification documents.
Australian College of Business and Technology (ACBT) Sri Lanka	Advanced Diploma or Diploma	Replacement Transcripts and Testamurs can be issued on ECC letterhead for former students who commenced study in or after January 2017.
	Associate Diploma	Letter of Confirmation, printed on ECC letterhead, of qualification(s) awarded. Grades and marks are not listed in the Letter of Confirmation.
AUSI Kenya	All courses	Letter of Confirmation, printed on ECC letterhead, of qualification(s) awarded, when proof of original certification documentation can be supplied by the student. Grades and marks are not listed in the Letter of Confirmation.
Australian Institute of Business and Technology (AIBT) Zambia	All courses	Letter of Confirmation, printed on ECC letterhead, of qualification(s) awarded, when proof of original certification documentation can be supplied by the student. Grades and marks are not listed in the Letter of Confirmation.

Fees for these replacement documents are listed on the completed [Request for Documents Form](#).

Students from antecedent or partner institutions should email their completed Request for Documents Form to justask@ecc.edu.au to determine whether ECC can issue the requested certification documents. Please refrain from making payment until you receive email confirmation that a replacement copy can be provided to you.

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