

# UTS DOCUMENTS PROXY COLLECTION FORM

**READ BEFORE FILLING FORM:** Please ensure that the document you have specified for collection is available at the UTS Student Centre before arranging a proxy collection. **All Parts of the UTS Documents Proxy Collection Form must be filled in before submission.** Incomplete forms will **not be accepted under any circumstance**. This form can only be accepted at the UTS Student Centre – **ONLINE OR POSTED SUBMISSIONS WILL NOT BE ACCEPTED.**

**NOTE:** Parts A to E must be filled by the UTS student who owns the document. Proxies are permitted to fill Part F ONLY.

## PART A: UTS STUDENT DETAILS

Family Name:	Student ID:
Given Name(s):	
Title of Award/Degree:	
Residential Address:	
Date of Birth (DD/MM/YY):	Contact Phone:
Email Address:	

## PART B: UTS STUDENT PROOF OF IDENTITY

**IMPORTANT:** You must provide **CERTIFIED PHYSICAL** copies of valid photo identification as proof of identity with the UTS Document Proxy Collection Form. **ORIGINAL, DIGITAL or NON-CERTIFIED** copies of proof of identity **will NOT BE ACCEPTED** and will render this form **INVALID**.

Please tick one (1) of the accepted Proofs of Identity below AND attach a certified physical copy of it with this form:

- ☐ Current Australian Driver's Licence OR
- ☐ Current Australian Photo/Proof of Age card OR
- ☐ Current Passport

Your Proof of Identity **must** be certified by one of the following:

- Justice of the Peace OR
- [A UTS approved signatory in a designated occupation or profession](#) (opens UTS website) OR
- Australian Consular Officer (via an Australian Consulate)

## PART C: YOUR PROXY'S DETAILS

Please fill in the details of the proxy who will be collecting your UTS documents on your behalf.

Family Name:	Date of Birth (DD/MM/YY):
Given Name(s):	
Residential Address:	
Contact Phone:	Email Address:

## PART D: PROXY PROOF OF IDENTITY

Your proxy (refer to PART C) **must provide** one of the following accepted Proofs of Identification when at the UTS Student Centre for certification:

- Current Australian Driver's Licence OR
- Current Australian Proof of Age card OR
- Current Passport

Failure for your proxy to provide a valid Proof of Identification will render this form **INVALID**.

## PART E: STUDENT AUTHORISATION OF PROXY

**IMPORTANT: This authorisation will only be valid for 30 days from the date of the student's signature.**

I (student name), \_\_\_\_\_ give authority for (proxy name) \_\_\_\_\_ to collect the following UTS document(s):

- ☐ Testamur and Graduation Documents
- ☐ Academic Record (Transcript)
- ☐ Statement of Course Completion
- ☐ Statement of Enrolment
- ☐ Other (please specify): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date (DD/MM/YY): \_\_\_\_\_

## PART F: RECORD OF PROXY COLLECTION

**DO NOT FILL - To be filled by your proxy upon the collection of your documents at the UTS Student Centre.**

I (proxy name), \_\_\_\_\_ can confirm that I have collected the document(s) as authorised by (student name), \_\_\_\_\_ at the UTS Student Centre.

Proxy Signature: \_\_\_\_\_

Date (DD/MM/YY): \_\_\_\_\_

*Proxies must provide the following documents upon lodgement: one (1) UTS Document Proxy Collection For and one (1) certified copy of the student's valid identification. Proxies must also present a valid photo identification upon lodgement. UTS retains the right to refuse proxy collection if the above are not met.*

**Please lodge this form at the UTS Student Centre where your document is being stored for collection. Do NOT post this form – posted forms will not be accepted.**

**Building 10 Student Centre (Broadway)**  
CB10.02  
Level 2, 235 Jones Street  
Ultimo, NSW 2007

**Building 5 Student Centre (Haymarket)**  
CB05C.01  
Block C, Level 1  
Cnr 1-59 Quay Street and Ultimo Road  
Haymarket, NSW 2000

**For further details:**

Call 1300 ASK UTS or submit an online enquiry at <http://ask.uts.edu.au/>.