APPLICATION FOR REPLACEMENT TESTAMUR

INSTRUCTIONS

This form is for students who have graduated and require a replacement testamur.

1. Original hardcopy testamur has been stolen or misplaced
   a. Also complete the attached Statutory Declaration stating the reason you need a replacement testamur and have it witnessed.

2. Original hardcopy testamur has been damaged
   a. You must also return the original hardcopy testamur with this form.

3. Change of name
   a. If you have a hardcopy testamur, you must also return the original testamur with this form.
   b. You must also present documentary evidence of your change of name with this form. Acceptable forms of evidence are original or certified copies of original birth, marriage, divorce or change of name certificates.
   c. Administration records will be amended to show your new name.

Please note that replacement and postage charges apply and are outlined on page 2.

DOCUMENT ISSUANCE

Replacement testamurs can be issued in hardcopy, or digitally via My eQuals.

1. Hardcopy replacement testamurs will be mailed to the address you nominated on this form.

2. Digital testamurs will be issued to My eQuals, and will be linked to the email address you nominate on this form. Once issued, you will receive a notification from no-reply@myequals.uow.edu.au to the email address you nominate in this form. This email address is also the registering/login email for your My eQuals account. You can find out more about My eQuals here: www.uow.edu.au/student/central/myequals

FORM SUBMISSION

Return completed form to Student Central:

In person: Ground Floor, Building 17

By mail: Student Central
         University of Wollongong
         Northfields Avenue
         Wollongong NSW 2522

Email: askuow@uow.edu.au

Once submitted, applications take between 2 and 4 weeks to process.
1. PERSONAL DETAILS

Student Number:      First Name:    Last Name:  
Date of Birth:      Graduation Date:  
Course Code:       Course Name:  
Major:       Award (Honours Grade / Merit / Distinction):  

2. REASON FOR REQUEST

Please indicate reason for request:

<table>
<thead>
<tr>
<th>Reason</th>
<th>Must be provided with your application</th>
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<tbody>
<tr>
<td>Change of name</td>
<td>Original hardcopy testamur</td>
</tr>
<tr>
<td></td>
<td>Original or certified documentary evidence of your change of name</td>
</tr>
<tr>
<td>Damaged original</td>
<td>Original hardcopy testamur</td>
</tr>
<tr>
<td>Misplaced or stolen original</td>
<td>Completed statutory declaration</td>
</tr>
</tbody>
</table>

3. DELIVERY DETAILS

Please nominate how you would like to receive your replacement testamur (tick one option):

- Digitally, via My eQuals
- Hardcopy

A replacement hardcopy testamur will be mailed to the address listed below. A digital testamur will be issued to My eQuals, and will be linked to the email address you nominate below. You will also receive a notification to this email address, once your document has been issued.

Unit/No:    Street:     City:  
State:    Postcode:    Country:  
Phone:    Email:  

4. PAYMENT DETAILS

Charges

- Replacement testamur charge AUD $150 each (note double degrees attract a single fee)
- Digital testamur, issued via My eQuals AUD $10
- Postage to Australian address AUD $15
- Postage to international address AUD $50

Payment Method

Tick as applicable

- Cheque/Money Order made payable to the University of Wollongong
- Bank Cheque
- Personal Australian Cheque
- Australia Post Money Order
- Debit/credit card as authorised below
- VISA
- MasterCard
- AMEX

Card Holder’s Name   Expiry Date (MM/YY)   Amount to Charge

Card Number   Card Holder’s Signature

5. STUDENT DECLARATION

I have read and understood the instructions on this form. All information provided is correct.

Student Signature:        Date:
Commonwealth of Australia

STATUTORY DECLARATION
Statutory Declarations Act 1959

1. Insert the name, address and occupation of person making the declaration

I, make the following declaration under the Statutory Declarations Act 1959:

2. Set out matter declared to in numbered paragraphs

3. Signature of person making the declaration

4. Place
5. Day
6. Month and year

Declared at on of

Before me,

7. Signature of person before whom the declaration is made (see over)

8. Full name, qualification and address of person before whom the declaration is made (in printed letters)

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.
A statutory declaration under the **Statutory Declarations Act 1959** may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

<table>
<thead>
<tr>
<th>Field</th>
<th>Occupation</th>
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<tbody>
<tr>
<td>Chiropractor</td>
<td>Dentist</td>
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<tr>
<td>Medical practitioner</td>
<td>Nurse</td>
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<tr>
<td>Patent attorney</td>
<td>Pharmacist</td>
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<td>Optometrist</td>
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<td>Physiotherapist</td>
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<td>Psychologist</td>
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<td></td>
<td>Trade marks attorney</td>
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<td></td>
<td>Veterinary surgeon</td>
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</tbody>
</table>

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the **Consular Fees Act 1955**)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  (a) in a country or place outside Australia; and
  (b) authorised under paragraph 3 (d) of the **Consular Fees Act 1955**; and
  (c) exercising his or her function in that place
- Employee of the Commonwealth who is:
  (a) in a country or place outside Australia; and
  (b) authorised under paragraph 3 (c) of the **Consular Fees Act 1955**; and
  (c) exercising his or her function in that place
- Fellow of the National Tax Accountants’ Association
- Finance company officer with 5 or more years of continuous service
- Holder of a statutory office not specified in another item in this list
- Judge of a court
- Justice of the Peace
- Magistrate
- Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the **Marriage Act 1961**
- Master of a court
- Member of Chartered Secretaries Australia
- Member of Engineers Australia, other than at the grade of student
- Member of the Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  (a) an officer; or
  (b) a non-commissioned officer within the meaning of the **Defence Force Discipline Act 1982** with 5 or more years of continuous service; or
  (c) a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
  (a) the Parliament of the Commonwealth; or
  (b) the Parliament of a State; or
  (c) a Territory legislature; or
  (d) a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the **Marriage Act 1961**
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
  (a) the Commonwealth or a Commonwealth authority; or
  (b) a State or Territory or a State or Territory authority; or
  (c) a local government authority;
- with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
  (a) the Commonwealth or a Commonwealth authority; or
  (b) a State or Territory or a State or Territory authority
- Sheriff
- Sheriff’s officer
- Teacher employed on a full-time basis at a school or tertiary education institution