

Request For Replacement Testamur



Graduates of Avondale University may apply for a replacement testamur (graduation certificate) if their original testamur has been irretrievably lost, stolen, destroyed, damaged or if there has been a change of name.

Please note that processing of this request may take up to three weeks. If you require any further information or help completing the form, please contact Student Administration Services on (02) 4980 2377

STEP 1 - Request

Complete the request form below.

Please note the following:

Damaged original: if you are replacing your testamur due to the original being damaged, you will have to return your original testamur with this request form.

Change of Name: if you are replacing your testamur because you have changed your name, please complete a **Change of Name form** and supply the required supporting documentation. You will also have to return your original testamur with this request form.

Please Note: Replacement Testamurs due to a name change will not be provided if you neglected to amend your personal details during your period of enrolment at the University.

STEP 2 - Statutory Declaration

As part of the request you are required to complete a Statutory Declaration. This is a legal statement provided by you that needs to clearly state why you require a replacement testamur and what has happened to your original testamur.

If you are applying from overseas, please make an equivalent sworn statement in your own country.

If you are not familiar with completing a statutory declaration, more information can be found at this link

<https://www.ag.gov.au/legal-system/statutory-declarations>

The Statutory Declaration (last page of this form) has to be completed truthfully, and your signature on the declaration needs to be witnessed and signed by an authorised witness.

The completed statutory declaration and any other supporting evidence is to be submitted with this request.

STEP 3 - Cost & Payment

A printed (hard copy) replacement testamur costs \$150. Payment can be made via the secure online payment system.

Standard postage (both domestic and international) is included in this fee. Should you require express/registered or courier delivery, this will incur an additional fee (determined at the time of your request). A digital replacement testamur costs \$50 – this will be made available to you via the My eEquals system.

STEP 4 - Submit Request

Submit your request by email to: **studentadmin@avondale.edu.au**

PERSONAL DETAILS

Student ID Date of Birth

Given Name(s) Surname

Preferred First Name (Optional) Former Surname

Phone Personal Email

Title of Degree / Diploma / Certificate

Conferral Date (Year Graduated)

Postal Address

SELECT HOW YOU WOULD LIKE TO RECEIVE YOUR REPLACEMENT TESTAMUR.

- via My eEquals - Digital Replacement Testamur - AU\$50
- Printed Replacement Testamur - AU\$150
 - Mail to above postal address
 - Collect from Student Administration Services
 - Collection by nominated proxy from Student Administration Services
 - Express or Courier delivery. This will incur additional fees, determined at the time of your request.

COMPLETE THIS SECTION IF YOU WOULD LIKE A PROXY TO COLLECT YOUR TESTAMUR.

Student authorisation of proxy

This section must be signed by the graduate. Documents will not be released to proxies without this signed authorisation.

I, _____ authorise (proxy name) _____ to collect my replacement testamur from Student Administration Services.

Student Signature _____ Date _____

Proxy details [They will need to provide proof of identity on collection]

Given Name(s) _____ Surname _____
Address _____
Phone _____ Email _____

PAYMENT

Once we've verified your request, you will receive an email with payment instructions. Payment is required before your replacement testamur request is actioned.

PRIVACY STATEMENT

The University will collect, manage, use and disclose personal information in accordance with relevant legislation. The Information Protection Principles contained in the NSW Privacy and Personal Information Protection Act 1998 governs all matters related to personal information in the University. The information collected is used solely for the purpose of assisting the University to make an informed decision on your case.

DECLARATION AND SIGNATURE

I declare that the information provided on this form is true and accurate at the time of provision. I acknowledge that I must comply with all the requirements for the production of a replacement Testamur and that it is my responsibility under the terms and conditions of my enrolment to ensure that my personal details held in the student record system are accurate during my period of enrolment.

Student Signature _____ Date _____

OFFICE USE ONLY

Testamur ordered: _____ Conferral date: _____ Original Testamur No.: _____
Replacement Testamur No.: _____ Date printed: _____
Receipt Number: _____ Amount paid:\$ _____ Date: _____ SAS Initials: _____
At Student Administration Services for collection: _____
Post or Courier tracking no: _____ Date sent: _____

CHECKLIST

(review before submitting your form)

Have you:

- Completed the Request form?
- Completed the Statutory Declaration to state why you are requesting a replacement testamur?
- Signed your Statutory Declaration?
- Had your Statutory Declaration witnessed by an authorised witness?
- Attached your original testamur? (if replacing a damaged testamur or changing your name)
- Completed and included a "Change of Name or Title" form and documentation? (if changing your name)
- Included proof of identity (certified copy of either your Driver's Licence or passport)

Please submit your Request for a Replacement Testamur by email to:

studentadmin@avondale.edu.au