UNIVERSITY
OF WOLLONGONG
AUSTRALIA

UOW ADMINISTRATION

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 two (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 nominated. 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 Service, Student Central:

In person:	Ground floor, building 17
By mail:	Student Service, Student Central University of Wollongong Northfields Avenue Wollongong NSW 2522
Email:	askuow@uow.edu.au

Once submitted, applications take between two (2) and four (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

☑	Reason	Must be provided with your application
	Change of name	Original hardcopy testamur Original or certified documentary evidence of your change of name
	Damaged original	Original hardcopy testamur
	Misplaced or stolen original	Completed statutory declaration

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/Street no: Street name: 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 one where 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
		AUD $
Card number	**Card holder's signature**	

5. STUDENT DECLARATION

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

Signature: Date:

6. OFFICE USE ONLY

Date received: Date processed: Tracking number:

Commonwealth of Australia

STATUTORY DECLARATION

Statutory Declarations Act 1959

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

I,[1]

make the following declaration under the *Statutory Declarations Act 1959:*

2 Set out matter declared to in numbered paragraphs

2

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 Signature of person making the declaration

3

4 Place
5 Day
6 Month and year

Declared at [4] on [5] of [6]

Before me,

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

7

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

8

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:

Chiropractor	Dentist	Legal practitioner	Psychologist
Medical practitioner	Nurse	Optometrist	Trade marks attorney
Patent attorney	Pharmacist	Physiotherapist	Veterinary surgeon

(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