

Replacement Sealed Certificate/ Testamur

Request form

- Use **BLOCK LETTERS** and tick boxes
- Your replacement testamur will be printed in the current FedUni format and include the wording '**This is a replacement certificate**'.

Form Submission

Email: graduate@federation.edu.au
In Person: Student HQ at your home campus

Post: Graduation Office, Federation University Australia
PO Box 663, Ballarat Vic 3353

1. Personal Details

FedUni Student ID Number: Campus/Location: Date of birth: / /

Surname/Family name: Given name:

Email: Phone number:

2. Replacement certificate details

Your full name (to appear on your certificate):

Program/Course name:

3. Reason for replacing your Sealed Certificate / Testamur

Reason	Documentation to be submitted with this request
Damaged statement	You must return the original along with this form.
Lost/stolen, or destroyed statement	You must provide a statutory declaration stating your original has been lost, stolen or destroyed, along with this form.
Name change	You must provide evidence of your name change (marriage certificate etc), and return your original Sealed Certificate / Testamur together with this form to have your Sealed Certificate / Testamur reissued in your new name.
Administration error	You must return the original along with this form.

4. Obtaining your Sealed Certificate / Testamur

Your replacement sealed certificate / testamur will be posted to the address nominated below. If your original certificate / testamur was issued after 1 January 2010 your replacement certificate/testamur will also be available electronically and an email notification will be sent to you from My eEquals when this document is available to view online.

Suburb/Town/City

State Post Code Country

Replacement Sealed Certificate/ Testamur Request form

5. Credit Card Authorisation: for payment of replacement Sealed Certificate / Testamur

This authorises Federation University Australia to process the following transaction. The following cards accepted, please select one:

Mastercard	Visa	Total amount to be paid :	\$110.00
Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardholder Name:	<input type="text"/>	Cardholder Signature:	<input type="text"/>

OFFICE USE ONLY	Student ID:	Payment receipt number:
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6. Student Declaration

I declare that the information I have provided to Federation University Australia is true and correct.

I have included supporting documentation and/or returned my original Sealed Certificate/Testamur, as detailed in Section 3.

Student signature: Date:

OFFICE USE ONLY

Payment processing

Payment Receipt Number: Date Paid:

Signature:

Processing checklist

1. Replacement requirements met
2. Print unofficial Academic Transcript
3. Print Student Degree page Campus Solutions
4. Payment received, if appropriate
5. Print memo for Chair, Academic Board/Council approval
6. Upload memo to ECM
7. Print certificate / testamur
8. Update My eEquals as appropriate / Post certificate to Student

Uploaded to My eEquals Certificate posted / collected Date:

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
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	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