

<b>Document: Documentation Replacement Policy and Procedure</b>		
<b>Approved by:</b> Academic Board	<b>Version:</b> 1.1	<b>Date:</b> 7.7.2017

## 1. Overview

A graduate may make application to the Assistant Registrar for a replacement testamur or statement of attainment, in the following circumstances:

- a) where a testamur or statement of attainment has been lost, stolen, destroyed or damaged;
- b) where the graduate has changed his/her name.

## 2. Procedure

1. An applicant for a replacement testamur or statement of attainment must identify himself/herself to the Assistant Registrar by providing his/her Student ID or date of birth and provide documents which will identify him/her (eg passport, birth certificate).

2. An applicant for a replacement testamur or statement of attainment must apply to the Assistant Registrar and either:

- surrender the damaged testamur or statement of attainment or provide evidence by statutory declaration affirming and detailing the loss, theft or destruction of the testamur or statement of attainment; or
- surrender the original testamur or statement of attainment and provide suitable documentation regarding change of name . Accepted forms of proof include certified copies of; birth certificate, marriage certificate, divorce decree, deed poll, passport or change of name decree.

Information regarding Statutory Declarations can be obtained at the following web location <http://www.ag.gov.au/statdec>. Students currently residing in countries that do not have Statutory Declarations in their legal system should prepare a statement that is then witnessed and stamped/sealed by a notary public, or police officer, magistrate, solicitor or Australian Consulate official.

3. If the Assistant Registrar determines the applicant has fulfilled the requirements under section 1, the Assistant Registrar shall direct a replacement testamur or statement of attainment be prepared and forwarded to the applicant, subject to the payment of a prescribed fee (\$50).

4. A replacement testamur/statement of attainment must clearly state on its face that: "This is a replacement testamur (or statement of attainment) ".

5. The replacement testamur or statement of attainment will be issued in the current format. For a lost, stolen or damaged testamur or statement of attainment the replacement testamur or SOA will have the words "This is a replacement degree/ statement of attainment " in the body of the text. Testamurs or statement of attainments requested for a change of name will have the words "This is to certify that" in the body of the text. Both testamurs or statement of attainments will include the original graduation date and the replacement date. Signatories to the replacement testamur or statement of attainment may be different from those on the original testamur or statement of attainment.

6. It may take up to two weeks to process the request and post out the replacement testamur or statement of attainment.

7. Testamurs or statement of attainments will be provided for collection by one of the following means:

- collection by the recipient from the Administration office. The recipient is required to provide photographic identification, eg driver license or student card.
- collection by another person (agent) on behalf of the recipient. Written authorisation is required from the recipient and the agent is required to provide photographic evidence.
- posting to the recipient by registered mail.

8. A record of results contains similar information to the Statement of Attainment, but cannot be used for official purposes. An applicant for a replacement record of results must identify himself/herself to the Assistant Registrar by providing his/her Student ID or date of birth and provide documents which will identify him/her (eg passport, birth certificate).

9. If the Assistant Registrar determines the applicant has fulfilled these requirements, the Assistant Registrar shall direct a replacement record of results be prepared and forwarded to the applicant, subject to the payment of a prescribed fee (\$50).

10. It may take up to two weeks to process the request and post out the replacement record of results.

11. Record of results will be provided for collection by one of the following means:

- collection by the recipient from the Administration office. The recipient is required to provide photographic identification, eg driver license or student card.
- collection by another person (agent) on behalf of the recipient. Written authorisation is required from the recipient and the agent is required to provide photographic evidence.
- posting to the recipient by registered mail.