

# REQUEST FOR REPLACEMENT TESTAMUR

THIS FORM IS TO REQUEST A REPLACEMENT TESTAMUR  
(DEGREE CERTIFICATE) DUE TO THE ORIGINAL BEING LOST OR DAMAGED,  
OR DUE TO A NAME CHANGE OF GRADUATE



From October 2017, replacement testamurs will be provided in both hard copy and digital format. For more information on digital graduation documents, visit [usc.edu.au/digital-documents](http://usc.edu.au/digital-documents). If you experience any issues accessing our forms, please contact [Student Central](#) for further assistance.

## 1.0 PERSONAL DETAILS

Student ID Number:	Student name:
Email:	
Tel:	Mob:
Mailing address Replacement Testamur is to be posted to:	
Would you like USC to update your contact details with this address? <input type="checkbox"/> Yes <input type="checkbox"/> No	

## 2.0 REQUIRED DOCUMENTS

You are required to submit below documents:

- A Commonwealth Statutory Declaration ([www.ag.gov.au/statdec](http://www.ag.gov.au/statdec)) must be submitted with your form. This is because a testamur is a legal document of which there can only be one copy. If you are in a country where there is no equivalent to a Justice of the Peace, please have the statutory declaration signed by a lawyer.
- Original Testamur to be provided if testamur is being replaced due to a name change and/or damaged certificate.
- If you are requesting replacement due to a name change, certified documentation to support your change of name must be provided. See Section 4. **CHANGE OF NAME** for more details.
- If you graduated prior to September 2017 and would like a digital only copy of your testamur, please scan your original copy and send to [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au) along with this form.

**Note:** Your request will **NOT** be processed until **ALL** required documentation has been submitted.

## 3.0 PAYMENT AND COLLECTION

An email will be sent to you with instructions on how to pay online for the requested testamur.

Replacement Testamur – Lost/Damaged	A\$50.00
Replacement Testamur – Name change	A\$100
Digital copy only. (Applicable only for students who graduated prior to September 2017) – See section 2.0	
Registered Post within Australia	A\$5
Registered postage to an international address	A\$20

## 4.0 CHANGE OF NAME

If this request for replacement is due to your name change, you must complete this section.

Your new name:

Title:	Family name:	Given name:	Other names:
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**Reason for change of name: (please select applicable box)**

- Change of name with Registry of Births, Deaths and Marriages
- Reversion to former name
- Incorrect spelling on University records
- Change of name on testamur (eg additional family names, change of order of names)
- Other, please state: \_\_\_\_\_

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You must attach certified documentation to support your change of name.

Documentation must be in the form of a certificate such as a marriage certificate, change of name certificate, passport, birth certificate or driver's licence. All **copies** of certified **documentation** must be:

- a) sighted by USC Student Central staff when lodging in person at Student Central; or
- b) certified by a Justice of the Peace or equivalent when lodging by mail.

Note: Emailed and faxed versions of documentation will not be accepted

## 5.0 GRADUATE DECLARATION

I agree that I am authorised to request this information from USC. All necessary documentation is attached and information provided above is correct. I acknowledge that incomplete information may result in the application being returned to me.

Student name:	Student signature:	Date:
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## PRIVACY STATEMENT

The University of the Sunshine Coast collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's [Information Management Framework - Governing Policy](http://usc.edu.au/privacy) at [usc.edu.au/privacy](http://usc.edu.au/privacy)

## FURTHER INFORMATION

Please see USC website for details, instructions and further information: [www.usc.edu.au/graduation](http://www.usc.edu.au/graduation)

## ENQUIRIES

**In person:** Student Central at any USC Campus

**Email:** [Studentcentral@usc.edu.au](mailto:Studentcentral@usc.edu.au)

**Phone:** +61 7 5430 2890

## LODGEMENT

**In person:** Student Central at any USC Campus

**Mail:** Student Services and Engagement – ML23  
University of the Sunshine Coast  
Maroochydore DC QLD 4558

## STUDENT ADMINISTRATION OFFICE USE ONLY (TICK IF YES)

<input type="checkbox"/> Statutory Declaration submitted	Staff name:	Date:
<input type="checkbox"/> Name Change actioned on PeopleSoft (if applicable)	Staff name:	Date:
<input type="checkbox"/> Email sent requesting payment	Staff name:	Date:
<input type="checkbox"/> Payment received	Staff name:	Date:
<input type="checkbox"/> Testamur printed	Staff name:	Date: