



# Application for Replacement Testamur

## INSTRUCTIONS

**This form is for graduated students who require a replacement testamur.**

- Complete all sections of this form.
- Complete the attached **Statutory Declaration** stating the reason you need a replacement testamur and have it witnessed.
- A replacement testamur may be requested by completing this form and returning it via mail, email or fax or in person at Student Central (address available from the student signature section of this form).
- If your request is due to a **change of name**, you must present the original or a certified copy of the original documentary evidence\* of change of name. Administration records will be amended to your new name.

\*Documentary Evidence: Marriage/Divorce certificate, Change of Name certificate, or Birth Certificate.

**A Statutory Declaration is not deemed acceptable evidence for change of name.**

- Please allow **ten (10) working days** for your request to be processed and dispatched from UOW.

## PERSONAL DETAILS

First Name:	Last Name:	Date of Birth:
Student Number (if known):	Graduation Date:	
Course Name:	Course Code:	
Major:	Honours Grade / Merit / Distinction:	

## MAILING DETAILS

Unit / No:	Street:	City:
State:	Postcode:	Country:
Phone:	Email:	

**Postage Options** (tick **one** where applicable):

- Domestic Postage: AUD \$10.00 each
  International Testamur Postage: AUD \$25.00 each  
 Collect from Student Central: No charge applicable

## STUDENT SIGNATURE

I acknowledge that I have read and have accepted the terms outlined in this form.

**Student Signature:**

**Date:**

Contact Student Central:	Office Use Only	Date Received	Date Processed
Ground Floor, Building 17 University of Wollongong Northfields Ave NSW 2522 Ph: 4221 3927 Fax: 4221 4322 Email: <a href="mailto:askuow@uow.edu.au">askuow@uow.edu.au</a>			

## PAYMENT DETAILS

Replacement Testamur Charge: **AUD \$70.00**

*Note: double degrees attract a single fee.*

**Payment Method** (tick **one** where applicable):

1. Cheque / Money Order made payable to the *University of Wollongong*, **OR**

- Bank Cheque
  Australia Post Money Order
  Personal Australian Cheque

2. Debit / Credit card as authorised below

- VISA Debit / Credit card
  MasterCard Debit / Credit card
  AMEX

Cardholders Name	Expiry Date (MM/YY)	Amount to Charge
		AUD \$
Card Number	Card Holders Signature	

# Statutory Declaration for Replacement Testamur

## STATUTORY DECLARATION Oaths Act, 1900 (NSW)

Statutory Declaration for Replacement Testamur: (Student Making the Declaration Must Complete)

I, ..... , do solemnly and sincerely declare that  
*[name of declarant]*

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act, 1900*.

Declared at: ..... on .....  
*[place]* *[date]*  
 .....  
*[signature of declarant]*

in the presence of an authorised witness, who states:

I, ..... , a .....  
*[name of authorised witness]* *[qualification of authorised witness]*

certify the following matters concerning the making of this statutory declaration by the person who made it:  
 [\* please cross out any text that does not apply]

- \*I saw the face of the declarant OR \*I did not see the face of the declarant because he/she was wearing a face covering, but I am satisfied that he/she had a special justification for not removing the covering, and
- \*I have known the person for at least 12 months OR \*I have not known the person for at least 12 months, but I have confirmed the person’s identity with .....  
*[describe identification document relied on]*

.....  
*[signature of authorised witness]* *[date]*

### **Penalties for False Statutory Declarations**

The Oaths Act, 1900 provides that:

if a person is convicted of an offence of making a statutory declaration knowing it to be untrue in some material particular in order to gain a material benefit, the person is liable for a penalty of up to 7 years imprisonment.

if a person is convicted of wilfully and corruptly making a statutory declaration knowing it to be untrue in some material particular and the matter does not involve attempting to derive a material benefit, the person is liable for a penalty of up to 5 years imprisonment.

### **Who may witness Statutory Declarations?**

A statutory declaration under the *Oaths Act, 1900* may only be made before—

Justice of the Peace Notary Public

Commissioner of Affidavits Legal

Practitioner, or

any other person by law authorised to administer an oath.