

Request for Replacement of Testamur



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

This form is to be completed when a replacement testamur is requested. The statutory declaration and any other supporting evidence is to be attached to the request. Please complete the form and make payment by returning the form to any Student Hub at the Callaghan Campus; City Precinct; or Ourimbah Campus. Requests submitted by post to: Student Administration, University of Newcastle, CALLAGHAN NSW 2308. Payment can be made by credit card or cheque/money order payable to the 'University of Newcastle'. Please note that processing of these requests will take up to four weeks. If you require any further information please contact Graduation Services: (02) 4921 7960 or (02) 4921 7081.

Section One - Graduate to complete

Student Details

Student No: Date of Birth:

Family Name: Other Name(s):

Name order in full to be recorded on the testamur (e.g. John Citizen Sample)

(If name is different from University Records, acceptable documentation must be attached.)

Testamur Name:

Family Name: Other Name(s):

Degree Title:

Address Details

Address:

City: State: Post Code:

Country:

Phone No: Email Address:

Mail / Collection Details

Date Testamur is required: Mail Collect (Please tick)

Signature

Signature: Date:

Step Two - Student to make payment (\$75.00)

Attach receipt to top left corner Date:

Step Three - Student to return form and receipt to Enquiry Centre

Office Use Only

Step Four - Application registered at Examinations and Graduation Services

Date Testamur Ordered Testamur Reprint Number Date

Step Five - Testamur Mailed / Collected

Testamur Mailed Registered Post Number Date

or Testamur Collected Conferral Date:

Signed (Student or Agent) Date

