



Request for Replacement Testamur

Please note that processing of these requests may take up to four weeks. If you require any further information or help completing the form, please contact Graduation: (02) 4921 5000 or graduation@newcastle.edu.au

Step 1 Request	Complete the request form below. Please note the following: <i>Damaged original:</i> if you are replacing your testamur due to the original being damaged, you will have to return your original testamur with this request form. <i>Change of Name:</i> if you are replacing your testamur because you have changed your name, please complete a Change of Details Form and supply the required documentation. You will also have to return your original testamur with this request form.
Step 2 Statutory Declaration	As part of the request you are required to complete a Statutory Declaration. This is a legal statement provided by you that needs to clearly state why you require a replacement testamur and what has happened to your original testamur. The Statutory Declaration has to be completed truthfully, and your signature on the declaration needs to be witnessed. A list of approved witnesses are on page 3 of this form. The completed statutory declaration and any other supporting evidence is to be attached to the request.
Step 3 Cost & Payment	A replacement testamur costs \$100. Payment can be made by credit card or money order payable to "The University of Newcastle"
Step 4 Submit Request	Submit your request form, statutory declaration and payment page by:
	<i>Email</i> graduation@newcastle.edu.au
	<i>In person</i> at a Student Central location (Shortland, Hunter, City, Sydney, Central Coast or Port Macquarie)
	<i>Post</i> Graduation, Student Central, Shortland Building, The University of Newcastle, CALLAGHAN NSW 2308, AUSTRALIA

Student Details

Student No.: _____ Date of Birth: _____
Family Name: _____ Other Names: _____
Degree Name: _____

Address Details

Address *(in English)*: _____

City: _____ State: _____ Postcode: _____
Country: _____
Phone No.: _____ Email Address: _____

Mail/Collection Details

Date Testamur is required: _____ Please select: Mail Collect

Signature

Signature: _____ Date: _____

OFFICE USE ONLY

Testamur ordered: _____ Conferral date: _____ Original Testamur No.: _____
Replacement Testamur No.: _____ Date printed: _____
Payment made: Yes No Not required Date paid: _____
At Student Central Hunter for collection: _____
Post or Courier tracking no: _____ Date sent: _____

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

CREDIT CARD PAYMENT BY EMAIL OR POST



Student No.: _____

Family Name: _____ Other Names: _____

Address: _____

City: _____ State: _____ Postcode: _____

Country: _____

Phone No.: (Home) _____ (Work) _____

Details of your payment (*what the payment is for*): _____ Replacement Testamur

TYPE OF CREDIT CARD: *Circle appropriate* Mastercard Visa

Cardholders Name: _____

Expiry date of card: _____ / _____ **Total amount to be charged against your credit card:** \$ _____

Card No.:

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Signature of Cardholder: _____

Request for Replacement Testamur Checklist



Have you	✓
Completed the Request form?	
Signed the Request form?	
Completed the Statutory Declaration to state what has happened to your original testamur?	
Signed your Statutory Declaration?	
Had your Statutory Declaration witnessed by an approved witness?	
Completed your Payment form?	
Checked that the credit card details (number and expiry date) are correct?	
Checked that the Amount to be Charged to the credit card is on the payment form?	
Checked that the credit card holder has signed the payment form?	
Attached your original testamur? <i>(if replacing a damaged testamur or changing your name)</i>	
Completed and included a "Change of Details" form and documentation? <i>(if changing your name)</i>	

Please submit your Request for a Replacement Testamur by one of the following methods:

- Email to graduation@newcastle.edu.au
- In person at a Student Central location (Shortland, Hunter, City, Sydney, Central Coast or Port Macquarie)
- Post to: Graduation, Student Central
Shortland Building,
The University of Newcastle
CALLAGHAN NSW 2308
AUSTRALIA