Replacement Testamur Request

To be processed within 7 working days from receipt of order

Email or post all correspondence to:  Graduations, 18 Wally’s Walk, Level 4, Macquarie University   2109
Enquiries: ask.mq.edu.au        Tel: 61 2 9850 6410

Replacement Testamurs not available for students graduating from SKTC, NSTC or IECS, SCAE prior to 1990.

Personal Details

Student ID Number ___________ Date of Birth ___________

Given Names: ___________________________ Family Name: ___________________________

Email: ___________________________ Phone: ___________________________

Degree/Diploma: ___________________________

Replacement Options

☐ Routine Processing $50 – Request Form must be returned with an original Statutory Declaration, stating the reasons for the replacement, eg. lost, stolen, damaged.

☐ Change of Name $65.00 – Request Form must be returned with original Testamur and certified documentary evidence supporting change of name, eg. Passport, Marriage Certificate, Change of Name Certificate

A replacement testamur will not be issued without the return of the damaged testamur, original testamur (for change of name replacements) or an original statutory declaration stating that the original testamur has been lost, stolen or destroyed. You must also submit a specimen of your signature as it appears on a legitimate form of personal identification (eg. passport; OR birth certificate and driver’s licence together). Your request WILL NOT be processed until you provide this.

Return this form to: Graduations, 18 Wally’s Walk, Level 4, Macquarie University   2109

Delivery Instructions

☐ I wish to collect my Testamur in person from Student Connect (address above)

☐ Send my documents to my nominated address – please complete the Delivery Request form.

Payment Details

Note: Refunds will not be given for incorrect information provided by the student or multiple request forms submitted.

Payment can be made by cash, cheque, money order or credit card (Visa, Mastercard, Bankcard or AMEX only).

☐ Cash (payable at the university cashier only)

☐ Cheque or money order (make payable to “Macquarie University”)

☐ Credit Card (details below)

Card number ___________ Card Type ___________ Expiry Date ___________ 

Mastercard ☐ Visa ☐

Bankcard ☐ Amex ☐

Cardholder Name ___________ Amount $ ___________ Signature ___________

Office Use Only  Graduation Unit A/C T203 8603 7903 1902 $ ___________ Cheque / Money Order / Cash / Credit Card

Name: ___________________________ Student ID: ___________________________

☐ Form of identification checked Receipt # ___________________________
Third Party Authority

Use this form if you would like someone else to collect your document for you

TO BE COMPLETED BY THE STUDENT WHOSE NAME IS ON THE TESTAMUR

Instructions

To comply with the NSW Privacy Act, if you wish a third party (e.g., family member, partner, friend) to collect an official academic document on your behalf, you must provide them with this Third Party Authority form. This form will need to be received by Student Connect - you can email it along with your Replacement Testamur Request form or have your third party bring it in with them.

Student needs to provide each of the below items:

☐ Document request form
☐ specimen of the student’s photo ID signature
☐ third party authority form

Details

I ___________________________ authorise ___________________________ (your name) ___________________________ (third party name)
as the third party to collect official academic document(s) on my behalf.

My third party will be providing evidence of their identity in the form of ___________________________ (passport, driver's licence, MQ Student ID Card)

I wish my third party to:  Collect ☐  Collect and Purchase ☐

Signature: ___________________________ Date: ___________________________

Notes:

• You must submit a specimen of your signature as it appears on a legitimate form of personal identification (e.g., driver's licence, passport, etc.) to enable the University to fulfil its obligations under the Privacy and Personal Information Protection Act (NSW) 1998). Your request WILL NOT be processed until you provide this.
• All debts must be paid before transcripts will be released.

Office use only

Name: ___________________________  Student ID: ___________________________