Replacement Testamur Request

To be processed within 14 working days from receipt of order

Email or post all correspondence to: Graduations, Level 4, 18 Wally’s Walk, MUSE, 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
dd/mm/yy

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, address above.

Delivery Instructions

☐ I wish to collect my Testamur in person from Student Connect, Level 2, 18 Wally’s Walk, MUSE, Macquarie University

☒ 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)

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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 #: 

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Delivery Request

Please complete this form and return it to Student Connect to arrange to have your documents sent to you by Australia Post (no fee) or Express Delivery (fee payable).

**Personal Details**

Student ID Number: ____________________

Given Names: ____________________

Family Name: ____________________

Email: ____________________

Degree/Diploma: ____________________

**Delivery Instructions**

- [ ] Send my documents by Australia Post (no charge)
  *(Please allow up to 3 weeks for delivery to Australian addresses and 8 weeks for overseas addresses.)*
- [ ] Send my documents by Express Delivery (fee payable)
  *(You must attach a copy of your driver’s licence or passport and complete the credit card details below and include a mobile phone number for the destination country)*

**Delivery Address**

Street Address: ____________________

Suburb: ____________________

State/City: ____________________

Country: ____________________

Postcode/Zip: ____________________

Email: ____________________

Phone: ____________________

Student authorisation: I certify that the delivery address I have provided above is correct.

Signature: ____________________ Date: ____________________

*This declaration must be signed by the requestor unless accompanied by a Third Party Authority form.*

You must also provide a legitimate form of personal identification (eg driver’s licence, passport, etc) so we can verify your identity against the signature provided above. This enables the University to fulfil its obligations under the Privacy and Personal Information Protection Act (NSW) 1998. You need to provide this before your request can be processed.

**Express Delivery Option**

- [ ] $16.50 - delivery within Australia by Express Post
- [ ] $50.00 - delivery overseas by international courier

**Card number**

Mastercard: [ ]

Visa: [ ]

Bankcard: [ ]

Amex: [ ]

Expiry Date: mm/yyyy

Cardholder Name: ____________________

Amount: ____________________

Signature: ____________________

Office Use Only

Graduation Unit a/c: F203 8604 7401 1261

F204 8604 7401 1261 (overseas)

Credit card: ____________________

Name: ____________________ Student ID: ____________________

Form of identification checked: [ ]

Receipt #: ____________________

- Of f i c e  U s e  O n l y - Graduation Unit a/c: F203 8604 7401 1261