Application for a Replacement Testamur

Graduates from Monash University or from an institution that has amalgamated with Monash University may apply for a replacement testamur if their original testamur has been lost, stolen or damaged. Graduates who have changed their name may also apply for a testamur to reflect their name change.

Important Information

Lost or stolen:
If your testamur has been lost or stolen a statutory declaration* affirming and detailing the loss or theft of the document must accompany the application form.

Damaged:
If you require a replacement testamur because your original testamur is damaged, we require the damaged testamur. Please return it with this form. A replacement testamur cannot be issued if the original is still in your possession.

Change of name:
If you have changed your name and wish to reflect this on your testamur you should return your previous testamur together with proof of your change of name and the application form. Accepted forms of proof include:
   a) certified copies of birth certificate, marriage certificate, divorce degree, passport or change of name decree.
   b) Statutory Declaration (transgender graduates only)

Format:
The replacement testamur will be issued in the current format. For a lost, stolen or damaged testamur the replacement testamur will have the words "This is a replacement degree" in the body of the text. Testamurs requested for a change of name will have the words “This is to certify that” in the body of the text. Both testamurs will include the original graduation date and the replacement date. Signatories to the replacement testamur may be different from those on the original testamur.

* Graduates currently residing in countries that do not have Statutory Declarations in their legal system should prepare a statement that is then witnessed and stamped/sealed by a notary public, or police officer, magistrate, solicitor or Australian Consulate official.

Lodgement of applications
Applications can be submitted in person to the Monash Connect location on your campus or posted to:

Monash Connect
21 Chancellors Walk
Campus Centre
Monash University Victoria 3800
For Monash Connect locations visit http://www.monash.edu/connect/locations

Cost and Payment Method

Cost:
The cost of a replacement testamur is $301.

Payment Method
In Person: Payments can be made in person at Monash Connect at Australian-based campuses only - via Cheque, Eftpos, Credit Card (Visa or MasterCard).

By Mail: Cheque or Money Order in Australian Dollars payable to Monash University (Please record name or student number on the reverse). For credit card payments, please complete the form below.

Processing time
It takes three weeks to process the request and post out the replacement testamur.

Postage
Postage is included in the replacement cost. Testamurs will be mailed by registered post. For domestic addresses, these are posted by Australia Post and for international addresses these are posted by DHL courier. Please note for overseas postage of testamurs, a current secure residential or business address is required and overseas PO boxes will not be accepted.

Inquiries
Phone: 9902 6011
Email: graduations@adm.monash.edu.au

RECEIVED
Please retain this copy as proof that your application has been submitted

Student ID number □□□□□□□□
Application for a Replacement Testamur

Section A – Personal Details:

Student ID Number
Surname/Family Name
Given Names
Number and Street/Road
Suburb/City
State and Country
Post Code
Email Address
Telephone (Mobile)

Section B – Testamur Details

Name as it appears on original testamur:
Award Title:
Campus:
Year Graduated:
Institution:

Section C – Reasons for applying for a Replacement Testamur:

(please tick)

Original Testamur lost or stolen: Statutory Declaration must be attached
Original Testamur damaged: Original testamur must attached
Change of Name: Certified copies of proof of name change documents or Statutory Declaration (transgender graduates only) and original testamur must be attached.

Section D – Payment for Replacement Testamur

Only fill in this credit card information if MAILING FORM IN.

WRITE CAREFULLY – illegible numbers and information lead to DECLINED PAYMENTS

Cardholder’s Name:
Credit Card Number:
Debit my card AUD $301

Signature of Card Holder:
Expiry date: ____/____
CCV:

The information on this form is collected for the primary purpose of assessing your application for a replacement testamur. If you choose not to complete all the questions on this form, it may not be possible for Graduations to process your application.

You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at privacyofficer@monash.edu

Signature of Applicant: ___________________________ Date: ________/_____/______
Commonwealth of Australia

STATUTORY DECLARATION

Statutory Declarations Act 1959

1 Insert the name, address and occupation of person making the declaration

I,  

make the following declaration under the Statutory Declarations Act 1959:

2 Set out matter declared to in numbered paragraphs

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

Declared at  
on  
of  

Before me,

7

Signature of person before whom the declaration is made (see over)

8 Full name, qualification and address of person before whom the declaration is made (in printed letters)

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
   - Trademarks 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