



REPLACEMENT CERTIFICATE (TESTAMUR) REQUEST FORM

You may enter your credit card details on this form (see payment details section), or attach a cheque or money order made out to The University of Canberra . Please print. Unclear or incomplete forms will delay the processing of your request. The form **MUST** be accompanied by a completed and witnessed Statutory Declaration.

Full Name (at time of study):

Student ID Number:

Year Last Enrolled:

Date of Birth

Current Address:

Email Address:

Phone No

- I certify that the original of my Testamur has been lost/destroyed/never received (*cross out which ever is not applicable*).
- I request a Replacement Certificate in a different name to that on the original of my Testamur (proof of name change included).

Do you wish to collect your Replacement Certificate?

Yes, please phone me when it is available for collection.

No, please post to: current address (see above)

alternate address:

Signature of Student: _____ **Date:** _____

Post to: Transcripts Officer, Student Progress and Graduation Office, University of Canberra, ACT, 2601

Fax to: ATTN: Transcripts Officer, Graduation, (02) 6201 5040

Personal information collected on this form is used in accordance with the Privacy Act 1988

CRICOS Provider Number 00212K



PAYMENT DETAILS

The University charges AUD 50.00 per Testamur. There is an additional charge of AUD 5.00 to have the Testamur posted within Australia, AUD 10.00 for International postage. You may enter your credit card details on this form, or attach a cheque or money order made out to The University of Canberra. Please note that if any course fees are outstanding or you have been issued with an Obligation Certificate, the University cannot provide you with a Testamur. You should pay any outstanding amounts before submitting this form to Student Centre.

Requests are processed in the order in which they are received and normally processed within seven working days.

URGENT TREATMENT SERVICE

If you require your Testamur to be processed promptly, an urgent service is available at an additional cost of \$15 (domestic postage) and \$30 (international postage). Urgent treatment service requests are normally processed within one working day and are sent by Australian Post - Express Post or Express Post International.

TESTAMUR	AU \$50.00 each	
& select one of the following		
Domestic Post	AU \$5.00	
International Post	AU \$10.00	
<i>Urgent Treatment Service - Domestic</i>	AU \$15.00	
<i>Urgent Treatment Service – International</i>	AU \$30.00	
Collection at Student Centre	FREE	
	TOTAL	

CREDIT CARD DETAILS

Visa Mastercard Bankcard

Card Name: _____

Card Number: _____

Expiry Date: _____

Signature of Card Holder : _____ Date: _____

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