

Application for a Replacement or True Copy of a Degree



THE UNIVERSITY OF
WESTERN AUSTRALIA
Achieving International Excellence

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Got a question?
Find the answer.
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answers, online, anytime

Please return to: M356 Student Administration, The University of Western Australia, 35 Stirling Highway, Crawley, WA 6009

- The Statutory Declaration must be completed and accompany this form upon submission for a replacement degree
- If your original award has been damaged, your original award must be returned with this form. A Statutory Declaration is not required in this case.
- The Statutory Declaration does not need to be completed if this is your first request for a True Copy. If your original true copy was lost, stolen or destroyed you will be required to complete a Statutory Declaration.
- Where your replacement or true copy is to be collected by a third party, written authorisation must be submitted with this form.
- Photographic identification must be provided when collecting your replacement or true copy.
- Payment must be made at time of lodging your request: (All fees are \$AUD)
 - Replacement Degree \$75
 - True Copy of Degree \$40
 - Registered post within Australia \$7
 - Courier delivery overseas \$15
- Your replacement or true copy will be ready approximately 2 working days from receipt of request.

You can not request a Replacement or True Copy if you have not graduated from this University

I wish to apply for -

a Replacement

a True Copy

Please indicate how you would like to receive your Replacement or True Copy

Registered post within Australia (\$7) Courier delivery overseas (\$15)

Collect from Student Administration.

You will be notified by telephone when available to collect.

Personal Details

Title: _____ Family Name: _____ Student ID:

Given Names: _____ Date of Birth DD/MM/YY: _____

Address: _____ Phone: _____

Mobile: _____

Email: _____

Award Details

Please indicate the degree or degrees that you are applying for: (note you are required to pay the True Copy or Replacement charge for each certificate)

Degree/award Title (e.g. Bachelor of Commerce)	Year of Completion	Date of Conferral
(1) _____	_____	_____
(2) _____	_____	_____
(3) _____	_____	_____

SIGNATURE: _____ Date: / /

Payment Details

Cash
-Cash to be paid in person only

Cheque/Bank Draft /Money Order
- Cheques are made payable to The University of Western Australia

Credit Card →

Amount Payable \$ _____

Visa MasterCard

CARDHOLDER'S FULL NAME: _____

CARD NUMBER:

EXPIRY DATE (MM/YY): /

CARDHOLDER'S SIGNATURE: _____

Office Use Only

Paid: \$ _____ Date Sent: _____

Applicants Signature: _____

Receipt No. _____ MB: _____

Date Collected: _____

ID Sighted: _____

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

Do solemnly and sincerely declare that –

I was admitted to/awarded the:

Doctor of

on

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 /

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Master of

on

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Graduate Diploma in

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Graduate Certificate in

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Diploma in

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Bachelor of

on

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My certificate has been:

- Lost
- Stolen
- Destroyed
- Not Received

I agree if my original degree certificate is found I will return this to the University.

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