

Application for a Replacement or True Copy of a Degree



THE UNIVERSITY OF
WESTERN AUSTRALIA
Achieving International Excellence

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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: _____