



REPLACEMENT OF A DEGREE CERTIFICATE FOR GENDER REASSIGNED GRADUATES

The University of Western Australia will issue a replacement certificate to graduates who have subsequently completed gender reassignment and a fee will be charged. Replacement degree certificates will be issued subject to the following conditions –

- When the original degree certificate has been returned or subsequently a Statutory Declaration or equivalent declaration form from any international destination (if you are overseas) is submitted in the event that the original degree certificate has been lost, stolen or destroyed.
- Original documentary evidence of gender reassignment has been provided.
- Payment of the prescribed fee.

Procedures for Obtaining a Replacement Certificate

(1) Present the degree certificate currently being held by you together with documentary evidence of gender reassignment and a letter providing the following details:

- (a) Your full name and address.
- (b) The name of degree/diploma/certificate and the conferment date.
- (c) Your date of birth.
- (d) Your daytime contact telephone number.

or

(2) Forward your present degree certificate currently being held by you together with certified true copies of documentary evidence of gender reassignment signed by either a Commissioner of Declaration or Justice of the Peace or the equivalent notary from any international destination (if you are overseas) and a letter providing the following details:

- (a) Your full name and address.
- (b) The name of degree/diploma/certificate and the conferment date.
- (c) Your date of birth.
- (d) Your daytime contact telephone number.

or

(3) If your degree certificate has been lost, stolen or destroyed, you will in this case be required to –

- (a) obtain a Statutory Declaration form from a post office or newsagent within Australia or the equivalent declaration form from any international destination (if you are overseas).
- (b) Provide your full name and address.
- (c) Provide your daytime contact telephone number.
- (d) Provide the name of degree/diploma/certificate and the conferment date.
- (e) Provide the name used prior to reassignment under which this degree was issued.
- (f) Give the reason for requiring the replacement certificate.
- (g) Agree that, if the original is found, it will be returned to the University.
- (h) Date and sign your declaration in front of either a Commissioner of Declarations or Justice of the Peace or the equivalent notary from any international destination (if you are overseas).
- (i) Provide documentary evidence of gender reassignment or certified true copies of gender reassignment signed by either a Commissioner of Declaration or Justice of the Peace or the equivalent notary from any international destination (if you are overseas).

and

- (4) (a) Pay by cash/ EFTPOS/Credit Card or cheque/money order (made payable to The University of Western Australia) for:
 - (i) \$75.00 prior to collection of your replacement degree certificate;
 - (ii) \$82.00 for registered postage within Australia; or
 - (iii) AUD\$90.00 for courier postage overseas
- (b) Pay by credit card – the University only accepts Visa Card or Mastercard. You will need to provide a letter to the Graduation Officer giving the following details:
 - (i) Name, address, contact telephone number and student number
 - (ii) Card number
 - (iii) Card expiry date
 - (iv) Card holder's full name
 - (v) Card holder's signature
 - (vi) A statement authorising The University of Western Australia to debit your credit card for the amount of \$75.00 if collecting the replacement in person, \$82.00 for postage within Australia, or AUD\$90.00 for postage overseas.

The University will then undertake to update –

- (i) The graduate's name, sex and graduation details in the student record system, deleting all reference to the name used prior to reassignment.
- (ii) Annotate, if applicable to the graduate, the University's copy of the original graduation programme, reflecting the graduate's name adopted after gender reassignment.
- (iii) Advise the University's Alumni Association of the graduate's change of name, and to delete all references to the graduate's pre reassignment name.
- (iv) Prepare and issue a new certificate with the graduate's name adopted after gender reassignment.

Once we receive your application (1) or (2) or (3) together with payment (4)(a) or (4)(b), please allow five business days to process and complete your request.

Note: Replacement certificates are only issued in the *current* certificate size and format, and with the current principal officer signatories.