



## University of Southern Queensland Graduations Office Request for Replacement Testamur

Return documents and this form to:  
USQ Graduations Office  
University of Southern Queensland  
West Street  
Toowoomba QLD 4350  
Phone: **+61 7 4631 1647** or **+61 7 4631 1741**  
Email: **graduations@usq.edu.au**

USQ is collecting the personal information on this Form for university purposes to process requests for replacement testamurs. USQ stores this information in its record management system. Your personal information will not be disclosed to any other third party without your consent unless required or authorised to do so by law. Your rights to access and amend your personal information are set out in the *Information Privacy Act 2009* (Qld) which also places obligations on USQ as to how we handle your personal information. For further information concerning Privacy, please direct any queries to the USQ Privacy Officer [privacy@usq.edu.au](mailto:privacy@usq.edu.au)

Please supply one print testamur <input type="checkbox"/>	<b>PRINT TESTAMUR</b> - Allow five (5) working days after this form and your payment have been received & processed for this request to be despatched.  Mail or courier will take additional time to arrive depending on your address.  A charge of AUD85.00 + freight (AUD12.00 within Australia or AUD25.00 by TNT Courier for overseas) applies for replacement testamurs. See payment details over page.
Please supply one digital testamur <input type="checkbox"/>	<b>DIGITAL TESTAMUR</b> - Allow two (2) working days after this form and your payment have been received & processed for this replacement testamur request to be uploaded to <b>My eEquals</b> .  A charge of AUD50.00 applies for replacement electronic testamurs. See payment details over page.
Please supply one digital & one print testamur <input type="checkbox"/>	<b>PRINT TESTAMUR &amp; DIGITAL TESTAMUR</b> - Allow five (5) working days after this form and your payment have been received for this request to be processed.  Your digital testamur will be uploaded to <b>My eEquals</b> within 2 days. Mailing or couriating of the print testamur will take additional time to arrive depending on your address.  A charge of AUD135.00 + freight (AUD12.00 within Australia or AUD25.00 by TNT Courier for overseas) applies. See payment details over page.

### PERSONAL DETAILS

Student Number:	
Date of Birth:	DD/MM/YY
Current Family Name:	
First and Second Names:	
Previous Name: (if applicable):	

### THE ORDER IN WHICH YOUR NAME SHOULD APPEAR ON YOUR TESTAMUR (CERTIFICATE)

Leave this section blank if your name has not changed otherwise change using these examples:

Family, First, Second Name: **Smith Joseph John**  
First, Second, Family Name: **Joseph John Smith**  
First, Family Name: **Joseph Smith**

<b>Name as it should appear on your testamur (see examples):</b>	
<b>Address including postcode:</b>	
<b>Phone:</b>	
<b>Email:</b>	
<b>PROGRAM DETAILS</b>	
<b>Program 1 (ie: Bachelor of Business)</b>	<b>Final semester+year of program (ie S1 206)</b>
<b>Program 2: (if required)</b>	
<b>Program 3: (if required)</b>	

<b>INSTRUCTIONS</b> Select the box below to explain why you have requested a replacement testamur.	
<b>Reason for requesting a replacement</b>	<b>Additional requirements</b>
<input type="checkbox"/> I have my original print testamur but I would like a digital testamur.	No additional documents required.
<input type="checkbox"/> The original testamur is lost or stolen.	Attach a completed <b>Statutory Declaration</b> available here <a href="https://www.usq.edu.au/current-students/graduation-beyond/graduations/forms">https://www.usq.edu.au/current-students/graduation-beyond/graduations/forms</a> and witnessed by a Justice of the Peace to this form. Original forms must be posted – no emailed or scanned copies will be accepted.
<input type="checkbox"/> The original testamur was damaged.	Attach the original damaged testamur and return it with this form.
<input type="checkbox"/> My name changed after the original testamur was issued.	Attach the original testamur, the completed <b>Change of Name &amp; Personal Details</b> form <a href="https://cmsauth.usq.edu.au/current-students/graduation-beyond/graduations/forms">https://cmsauth.usq.edu.au/current-students/graduation-beyond/graduations/forms</a> and required supporting documentation.  <b>NOTE: USQ records will be updated after processing this request.</b>
<input type="checkbox"/> The original is a DDIAE/UCSQ testamur and I would like this changed to USQ.  (A replacement DDIAE or UCSQ testamur will include the words 'The original of this Award was issued by the Darling Downs Institute of Advanced Education or University College of Southern Queensland (whichever applicable) on [relevant date] of which the University of Southern Queensland, pursuant to the University of Southern Queensland Act 1989, is the legal successor.')	Attach the original testamur and return it with this form.
<b>Payment Details:</b> Send a cheque or a money order made payable to USQ with the form. Pay by credit card via USQ Finance on <b>P:+61 7 4631 2583</b> or <b>E:usqdebt@usq.edu.au</b> .	
<b>Signature:</b>	<b>Date:</b> DD/MM/YY

Office Use Only:	Receipt No:	Amount:	Date Processed:
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