



University of Southern Queensland Graduations Office Replacement Testamur Request

To process your request as quickly as possible, we highly recommend returning this form and required supporting documentation via Aust Post-Registered Mail, Aust Post-Express Post or International Courier (ie FedEx or DHL) to ensure your documents arrive quickly.

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

Please supply one
print testamur

PRINT TESTAMUR - Allow five (5) business 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. You will have to sign for this delivery. A charge of AUD120.00 + freight (AUD15.00 in Australia via Registered Post, or AUD30.00 for overseas via TNT Courier) applies for replacement print testamurs.
How to make payment: <https://www.usq.edu.au/current-students/administration/fees/how-do-i-pay>

Please supply one
digital testamur

DIGITAL TESTAMUR - Allow two (2) business days after this form and your payment have been received & processed for this replacement testamur request to be uploaded to the My eEquals portal <https://www.usq.edu.au/current-students/graduations/my-equals>.
A charge of AUD60.00 applies for a single digital testamur.
How to make payment: <https://www.usq.edu.au/current-students/administration/fees/how-do-i-pay>

Please supply one
digital & one
print testamur

PRINT TESTAMUR & DIGITAL TESTAMUR - Allow five (5) working days after this form and your payment have been received & processed for this request to be despatched and your digital testamur uploaded to the My eEquals portal <https://www.usq.edu.au/current-students/graduations/my-equals>
A charge of AUD180.00 + freight (AUD15.00 in Australia via Registered Post, or AUD30.00 for overseas via TNT Courier) applies for a replacement print testamur & digital testamur.
How to make payment: <https://www.usq.edu.au/current-students/administration/fees/how-do-i-pay>

I have completed more than one USQ academic program and require the following:

- a **print** testamur for academic programs @ \$120 each + freight
- a **digital** testamur for academic programs @ \$60 each
- a combination of **print** testamurs and **digital** testamurs

PERSONAL DETAILS

Student Number: 00

Date of Birth (day/month/year):

Current Family Name:

First and Second Names:

Previous Name: (if applicable):

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

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

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

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

First, Family Name: **Joseph Smith**

Name as it should appear on your testamur (see above):

Delivery address including postcode:

Mobile (international format): +	UMail: @umail.usq.edu.au
YOUR ACADEMIC PROGRAM DETAILS	
Program 1 (ie: Bachelor of Business)	Final semester+year (ie S1 2016)
Program 2: (if required)	
Program 3: (if required)	

You must select a box below to explain why you have requested a replacement testamur and complete the requirements to make a successful request.

Reason for request	Additional requirements
<input type="checkbox"/> I have my original print testamur but I would also like a digital testamur.	No additional documents are required – supply only the Replacement Testamur Request .
<input type="checkbox"/> My original testamur is lost or stolen.	Complete the Statutory Declaration attached to the bottom of this form. This must be witnessed by a Justice of the Peace, or international equivalent. Return the original signed Statutory Declaration & completed Replacement Testamur Request by post/courier to the University.
<input type="checkbox"/> My original testamur has been damaged but I still have it.	Return the original damaged testamur & the completed Replacement Testamur Request by post/courier to the University.
<input type="checkbox"/> My name has changed since the original testamur was issued.	Return the original testamur, the completed Replacement Testamur Request and the *Change of Name and Personal Details form downloadable from the bottom of this page https://www.usq.edu.au/current-students/graduations and supply suitable certified documentation https://usqstudy.custhelp.com/app/answers/detail/a_id/4658/kw/certified by post/courier to the University. *Your USQ Student Record will be updated after processing a Name Change request.
<input type="checkbox"/> My original is a DDIAE/UCSQ testamur and I would like this changed to USQ.	Return the original testamur & the completed Replacement Testamur Request by post/courier to the University. <i>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.'</i>

Graduations Office Use Only:

- Replacement print testamur/s issued previously – YES / NO – check Peoplesoft Student Degree panel
- Digital testamur/s issued - YES / NO – check Peoplesoft Student Degree panel & My eEquals
- Replacement testamur/s fee paid – YES / NO – check Peoplesoft Student Centre / Finances
- Change of Name processed – YES / NO – Peoplesoft Student Centre / Personal Details / Names

Processed stamp/date:

Graduations Officer:

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

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