

Request a replacement testamur

Replacement testamurs can be issued for a fee if your testamur has been lost, stolen or damaged, or you need to update your name.

When do I have to pay the fee?

The replacement testamur fee is payable if you need to:

- replace a lost or stolen testamur;
- replace a testamur that was not received if you graduated over 12 months ago;
- replace a damaged testamur if you graduated over 3 months ago; or
- update the name on your testamur.

Lost or stolen

If your received testamur has been lost or stolen we require you to complete the form and the statutory declaration and have the document signed by an authorised witness.

The authorised witness must print or stamp his or her name, address and title under section 107A of the Evidence Act 1958(Vic) (eg Legal Practitioner, Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist).

If you're currently overseas we still require an authorised witness as above. International authorised witnesses can include a Justice of the Peace, Notary Public, Australian Consular Officer or Australian Diplomatic Officer, an employee of the Commonwealth or the Australian Trade Commission who works outside of Australia, or a recruitment agent for International students.

Damaged

If your testamur requires replacement due to damage and it is over 3 months since your graduation date, the replacement testamur fee is payable. You need to complete the form and return your original testamur to the Graduations Office before a replacement is issued.

If your original testamur is damaged in the delivery process, we will replace the document free of charge within three months of your graduation date. The replacement form should be completed (no need for the statutory declaration). The testamur must be returned to the Graduations Office before a replacement is issued.

Name change

To update the name on your testamur you are required to complete the form including the statutory declaration and return the original testamur along with proof of your name change. We accept certified copies of your birth certificate, marriage certificate, divorce certificate and passport.

What if I've just graduated and my name is incorrect?

The replacement fee is payable as you were asked to confirm the name for your testamur when registering for your graduation.

Payment options

Please include the receipt number on the bottom of the form.

Online

Payment can be made online at payments.deakin.edu.au/student-payments

Phone

Payment can be made over the phone. Visa and MasterCard are accepted.

Geelong: 03 5227 2333

Melbourne: 03 9244 6333

Warrnambool: 03 5563 3333

Cheque / Money order

Make payable to Deakin University and send to:

Graduations Office
Deakin University
Locked Bag 20000
Geelong VIC 3220 Australia

In person

Payment can be made at Student Central at all campuses. EFTPOS, Visa or MasterCard.

Processing and postage

Your replacement testamur request will be processed and mailed to you within one week of the graduation office receiving your request. We will be in touch with you if we have any queries.

Postage is included in the replacement testamur payment. Testamurs sent within Australia will be sent by registered post and will require a signature on receipt. Testamurs sent internationally will be sent by DHL. Please include a current phone number for all international testamurs. DHL are unable to mail to International PO Box addresses, so please include a residential address.

Form submission

When complete, this form and supporting documentation can be submitted as follows:

In person: Student Central on your campus

Email to: graduations@deakin.edu.au

Mail to: Graduations Office
Deakin University
Locked Bag 20000
Geelong VIC 3220 Australia

Personal details

Student ID number

Date of birth

Title

Surname

Given name(s)

Postal details

Number and street

Town/Suburb

State

Country

Postcode

Phone number

Email address

Reason for request

Original testamur has not been received #

Original testamur has been received, but has since been lost, stolen or destroyed

Testamur has been delivered in a damaged state *

If your original testamur is damaged upon receipt, it must be returned with this form.

Testamur name has since been changed

If you have legally changed your name and wish to have this reflected on your testamur, you must provide a certified copy of the necessary support documentation (eg. Marriage Certificate, Change of Name Certificate etc.), and return your original testamur with this form.

Testamurs will only be re-issued free of charge if the Graduations Office is advised a testamur has never been received up to 12 months after the graduation date. Requests for replacement testamurs after this date will incur a replacement testamur charge.

* Testamurs will only be re-issued free of charge if the Graduations Office is advised a testamur has been damaged in the mail up to three months after the graduation date.

Declaration and agreement

I declare that the information I have provided to Deakin University in support of this request is true and correct.

Signature

Date

Name (print)



Statutory declaration

I, _____ (Full Name)
of, _____ (Address)
_____, (Occupation)

Do solemnly and sincerely declare that:

1. The testamur for the award name

from Deakin University has:

- ☐ Not been received by me
 - ☐ Been lost or stolen after receipt
 - ☐ Been destroyed
 - ☐ Been produced in a name that I have since changed.
2. If the original testamur is located at a later time, I agree to return the replacement testamur to Deakin University immediately.
 3. I agree to pay a non-refundable fee of \$126.00 for a postal address within Australia and \$136.00 for an overseas postal address. Payment should be made payable to 'Deakin University' for the replacement testamur. Please note testamur will only be posted after receipt of payment.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at _____ in the state of _____
in the country of _____ this _____ day of _____

Signature of person making this declaration
(to be signed in front of an authorised witness).

Signature of authorised witness. Before me:

The authorised witness must print or stamp his or her name, address and title under section 107A of the Evidence Act 1958(Vic) (eg Legal Practitioner, Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist).

Payment

Receipt number

Payment method Online form Phone Cheque/Money order In person