

# Application for a Replacement or True Copy of a Degree



THE UNIVERSITY OF  
**WESTERN AUSTRALIA**

Got a question?  
Find the answer askUWA  
[www.ipoint.uwa.edu.au](http://www.ipoint.uwa.edu.au)  
answers, online, anytime

Please return to: M356 Student Administration, The University of Western Australia, 35 Stirling Highway, Crawley, WA 6009 or send as an attachment through askUWA: [www.web.uwa.edu.au/askuwa](http://www.web.uwa.edu.au/askuwa)

- The Statutory Declaration must be completed and accompany this form as original documents 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 or when submitting form by email/post.
- Payment must be made at time of lodging your request: (All fees are \$AUD)
  - Replacement Degree Free of Charge (+\$30 for 3 Hour Express)
  - True Copy of Degree \$50 (+\$30 for 3 Hour Express)
  - Registered post within Australia \$10
  - Courier delivery overseas \$25
- 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 (\$50)

Please indicate how you would like to receive your Replacement or True Copy

- Registered post within Australia (+\$10)
- Courier delivery overseas (+\$25)
- Collect from Student Administration. You will be notified by telephone when available to collect.
- Express 3 Hour Service (+\$30) (Collection Only)

## Personal Details

Title: \_\_\_\_\_ Family Name: \_\_\_\_\_ Student ID: 

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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: 

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## Office Use Only (Proceed to Payment Details)

Paid: \$ _____	Date Sent: _____	Applicants Signature: _____
Receipt No. _____	MB: _____	Date Collected: _____
Date: _____		ID Sighted: _____

## Payment Details

Credit Card →

Visa  MasterCard

Cheque/Bank Draft /Money Order  
(In person only)

CARDHOLDER'S FULL NAME: \_\_\_\_\_

- Cheques are made payable to  
The University of Western Australia

CARD NUMBER: 

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EXPIRY DATE (MM/YY): 

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Amount Payable \$ \_\_\_\_\_

CARDHOLDER'S SIGNATURE: \_\_\_\_\_

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

I, .....  
.....  
{name, address and occupation of person making declaration}

sincerely declare as follows: -

I was admitted to the Doctor of ..... on / /

I was admitted to the Master of ..... on / /

I was awarded the Graduate Diploma in ..... on / /

I was awarded the Graduate Certificate in ..... on / /

I was awarded the Diploma in ..... on / /

I was admitted to Bachelor of ..... on / /

My *original certificate/true copy* certificate has been:

- Lost                       Stolen                       Not Received                       Destroyed

I agree if my *original certificate/true copy* certificate is found I will return this to the University.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at .....  
{place}

on .....  
{date}

In the presence of –

.....  
{Signature of authorised witness}

.....

.....  
{Name of authorised witness and qualification as such a witness}

by .....  
{Signature of person making the declaration}

## Approved Witnesses overseas

1. Australian Consular Officer
2. Notary Public
3. Justice

## Approved Witnesses within Australia

Item	Informal description	Formal description
1.	Academic (post-secondary institution)	A member of the academic staff of an institution established under any of the following Acts — <ul style="list-style-type: none"> <li>• <i>Curtin University of Technology Act 1966</i>;</li> <li>• <i>Edith Cowan University Act 1984</i>;</li> <li>• <i>Murdoch University Act 1973</i>;</li> <li>• <i>University of Notre Dame Australia Act 1989</i>;</li> <li>• <i>University of Western Australia Act 1911</i>;</li> <li>• <i>Vocational Education and Training Act 1996</i>.</li> </ul>
2.	Accountant	A member of any of the following bodies — <ul style="list-style-type: none"> <li>• Association of Taxation and Management Accountants (ACN 002 876 208);</li> <li>• CPA Australia (ACN 008 392 452);</li> <li>• The Institute of Chartered Accountants in Australia (ARBN 084 642 571);</li> <li>• National Institute of Accountants (ACN 004 130 643);</li> <li>• National Tax &amp; Accountants' Association Limited (ACN 057 551 854).</li> </ul>
3.	Architect	A person who is registered under the <i>Architects Act 2004</i> .
4.	Australian Consular Officer	An Australian Consular Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.
5.	Australian Diplomatic Officer	An Australian Diplomatic Officer within the meaning of the <i>Consular Fees Act 1955</i> of the Commonwealth.
6.	Bailiff	A bailiff appointed under the <i>Civil Judgments Enforcement Act 2004</i> .
7.	Bank manager	A person appointed to be in charge of the head office or any branch office of an authorised deposit-taking institution carrying on business in the State under the <i>Banking Act 1959</i> of the Commonwealth.
8.	Chartered secretary	A member of Chartered Secretaries Australia Limited (ACN 008 615 950).
9.	Chemist	A pharmaceutical chemist within the meaning of the <i>Pharmacy Act 1964</i> .
10.	Chiropractor	A chiropractor within the meaning of the <i>Chiropractors Act 1964</i> .
11.	Company auditor or liquidator	A person registered as an auditor or a liquidator under the <i>Corporations Act 2001</i> of the Commonwealth.
12.	Court officer	A judge, master, magistrate, registrar or clerk, or the chief executive officer, of any court of the State or the Commonwealth.
13.	Defence force officer	A member of the Australian Defence Force who is — <ul style="list-style-type: none"> <li>• an officer within the meaning of the <i>Defence Force Discipline Act 1982</i> of the Commonwealth;</li> <li>• a non-commissioned officer within the meaning of that Act with 5 or more years of continuous service; or</li> <li>• a warrant officer within the meaning of that Act.</li> </ul>
14.	Dentist	A dentist within the meaning of the <i>Dental Act 1939</i> .
15.	Doctor	A medical practitioner within the meaning of the <i>Medical Act 1894</i> .
15A.	Electorate officer of a member of State Parliament	A person appointed under the <i>Parliamentary and Electorate Staff (Employment) Act 1992</i> section 4(1)(b)(i) or (2)(b)(i)
16.	Engineer	A member of the Institution of Engineers, Australia, other than at the grade of student.
17.	Industrial organisation secretary	The secretary of an organisation of employees or employers that is registered under one of the following Acts — <ul style="list-style-type: none"> <li>• <i>Industrial Relations Act 1979</i>;</li> <li>• <i>Workplace Relations Act 1996</i> of the Commonwealth.</li> </ul>
18.	Insurance broker	A member of the National Insurance Brokers Association of Australia (ACN 006 093 849).
19.	Justice of the Peace	A Justice of the Peace.
19A.	Landgate officer	A person who is a member of the Authority's staff within the meaning given to that term by the <i>Land Information Authority Act 2006</i> section 3.
20.	Lawyer	A legal practitioner within the meaning of the <i>Legal Practice Act 2003</i> .
21.	Local government CEO or deputy CEO	The chief executive officer or deputy chief executive officer of a local government.
22.	Local government councillor	A member of the council of a local government within the meaning of the <i>Local Government Act 1995</i> .
23.	Loss adjuster	A member of the Australasian Institute of Chartered Loss Adjusters (ACN 074 804 167).
24.	Marriage celebrant	An authorised celebrant within the meaning of the <i>Marriage Act 1961</i> of the Commonwealth.
25.	Member of Parliament	A member of either House of Parliament of the State or of the Commonwealth.
26.	Minister of religion	A minister of religion registered under Part IV Division 1 of the <i>Marriage</i>

27.	Nurse	<i>Act 1961 of the Commonwealth.</i>
28.	Optometrist	A nurse within the meaning of the <i>Nurses Act 1992</i> .
29.	Patent attorney	A registered optometrist within the meaning of the <i>Optometrists Act 1940</i> .
30.	Physiotherapist	A registered patent attorney under the <i>Patents Act 1990</i> of the Commonwealth.
31.	Podiatrist	A physiotherapist within the meaning of the <i>Physiotherapists Act 1950</i> .
32.	Police officer	A podiatrist within the meaning of the <i>Podiatrists Registration Act 1984</i> .
33.	Post office manager	A police officer.
34.	Psychologist	The person in charge of an office established by, or conducted by an agent of, Australia Post within the meaning of the <i>Australian Postal Corporation Act 1989</i> of the Commonwealth.
35.	Public notary	A registered psychologist within the meaning of the <i>Psychologists Registration Act 1976</i> .
36.	Public servant (Commonwealth)	A public notary within the meaning of the <i>Public Notaries Act 1979</i> .
37.	Public servant (State)	An officer of the Commonwealth public service.
38.	Real estate agent	A person who is employed under the <i>Public Sector Management Act 1994</i> Part 3.
39.	Settlement agent	The holder of a licence under the <i>Real Estate and Business Agents Act 1978</i> .
40.	Sheriff or deputy sheriff	The holder of a licence under the <i>Settlement Agents Act 1981</i> .
41.	Surveyor	The Sheriff of Western Australia and any deputy sheriff appointed by the Sheriff of Western Australia.
42.	Teacher	A licensed surveyor within the meaning of the <i>Licensed Surveyors Act 1909</i> .
43.	Tribunal officer	A person employed as a member of the teaching staff within the meaning of the <i>School Education Act 1999</i> or as a teacher of a non-government school within the meaning of that Act.
44.	Veterinary surgeon	A member, registrar or clerk, or the chief executive officer, of any tribunal of the State or the Commonwealth.
		A registered veterinary surgeon within the meaning of the <i>Veterinary Surgeons Act 1960</i> .

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