

# Application for Replacement Award or True Copy of Award



Curtin University

Please return original application form to: Graduations Office, Curtin University of Technology, GPO Box U1987, Perth WA 6845  
Or by fax to +61 8 9266 3279. Graduations Office contact details: Telephone +61 8 9266 7115

## Conditions

- The Statutory Declaration must accompany this form and is to be signed/stamped by a Notary person if the original award has been lost, destroyed or stolen.
  - If your original award has been damaged, to replace the original we require the damaged award to be returned and Statutory Declaration is not required.
  - For awards or true copies to be collected by a third party, the applicant must provide a Disclosure of Information by Proxy Form. ([www.graduations.curtin.edu.au/gradforms.cfm](http://www.graduations.curtin.edu.au/gradforms.cfm))
  - Applicants and authorised third parties must provide photographic identification when collecting.
  - Payment must accompany application: (all fees in \$AUD)
    - Fee for a True copy of your Curtin Award (available to students who graduated post 2000) \$85
    - Fee for re-issuing Curtin Award \$106
    - Fee for re-issuing Award granted prior to 1987 (WAIT) \$212
    - Fee for changing student details after conferral date ie 'Change of Name' \$85
    - Fee for issuing a Curtin Award more than 12 months after completion ie archival fee \$106
- (Please note: if 'Change of Name' is required please complete the Change of Personal Details Form and the charge of \$85 is in addition to the cost for re-issuing a Curtin award)**
- To issue a replacement award it must be first approved by the University Council. Council meets monthly. For details of the next available Council date please phone +61 8 9266 7115
  - Statutory Declaration does not need to be completed if applying for a True Copy of your award.

I wish to apply for :  a True Copy of my Curtin Award (\$85)  
 A Replacement of my Award (\$106 Curtin or \$212 WAIT) as it was (lost/destroyed/stolen/damaged)

## Personal Details

Title  Family Name  Student ID   
Given Names  Phone   
Address   
Date   
Email  Date of Birth

Please select if applying for a replacement award: Lost  Stolen  Destroyed  Not Received  Damaged

## Award Details

Please indicate the degree or degrees that need to be replaced (e.g. Bachelor of Commerce - Accounting)

Degree 1   
Year of Completion  Award Number (if known)   
Degree 2   
Year of Completion  Award Number (if known)

Please select how you would like to receive your award: Registered mail within Australia  Couriered mail overseas  Collect from Graduations Office - Bentley Campus

## Other Documents Available (please add fee to amount payable above)

Academic Transcript  \$21 for first copy, \$4 for each copy thereafter  
Graduation Statement  \$26 for first copy, \$5 for each copy thereafter

## Office Use Only

Receipt No.  Award No.  Original Conferral Date:  Entered S1   
Replacement Conferral:  Award posted  Award Collected  Entered FM

## Payment Details

Cash  
 Cheque/Money Order  
 Credit Card →

In order to have your form processed, payment must be made. Once the Graduations Office have approved your application, you will be contacted via email to make payment for processing (Please ensure your email and current telephone number is included on this form.)

Daytime contact details: email or phone

Amount Payable

\$

THIS STATUTORY DECLARATION IS ONLY TO BE COMPLETED IF ORIGINAL  
AWARD IS NOT RETURNED  
(ie Lost/Stolen/Destroyed/Not Received etc)

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

Do solemnly and sincerely declare that I completed my:

Doctor of	in _____ at WAIT / Curtin
Master of	in _____ at WAIT / Curtin
Postgraduate Diploma in	in _____ at WAIT / Curtin
Graduate Diploma in	in _____ at WAIT / Curtin
Graduate Certificate in	in _____ at WAIT / Curtin
Bachelor of	in _____ at WAIT / Curtin
Associate Degree/Diploma in	in _____ at WAIT / Curtin

My Award has been:

Lost  
Stolen  
Destroyed  
Not Received  
Other (Please explain)

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I request a replacement Award. I hereby declare that should I recover the original Award I shall return the document to the University.

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 <sup>4</sup> \_\_\_\_\_ on <sup>5</sup> \_\_\_\_\_ of <sup>6</sup> \_\_\_\_\_

Before me,

7 Signature of  
person before  
whom the decla-  
ration is made  
(see over)

7

8 Full name,  
qualification and  
address of  
person before  
whom the decla-  
ration is made (in  
printed letters)

8

**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