



**AUSTRALIAN  
FILM TELEVISION  
AND RADIO SCHOOL**



**Australian Government**

**AFTRS**

## ACADEMIC QUALIFICATIONS REPLACEMENT

Graduates of AFTRS may apply for a replacement testamur (degree certificate), academic transcript or statement of attainment. Replacement documents will be issued in the current style, include the date of graduation and date of replacement and a note stating 'This is a replacement certificate'.

The following provides a description of the academic qualifications:

- **Testamur** - a legal document issued by the authority of the Council under the AFTRS' Common Seal;
- **Academic Transcript** - a formal document issued by authority of the Director of Education at any time during candidature or after graduation, detailing the student's/graduate's enrolments and results;
- **Statement of Attainment** - a formal statement that can be issued when an individual has completed one or more accredited subjects.

### Processing Your Application:

You will need to provide a certified copy of your passport or birth certificate with your application to allow us to confirm your identity.

If you are requesting a **replacement testamur** you will need to either return your damaged testamur or fill in the Statutory Declaration (see page 3 of this form) outlining the circumstances of the loss.

Postage (if requested) will be registered post to an Australian address only. If you require postage to an overseas address please discuss your delivery requirements with the Student Centre – a charge may be incurred.

### Processing Time:

Payment needs to be received (bank details below) prior to request being processed. **Allow 2-3 weeks** for your request to be processed.

1. STUDENT/ GRADUATE DETAILS			
Name:		Student No.:	
Course:			
Year of Graduation:		Date of Birth:	
Postal Address:			
Email		Phone:	
Name Change: Please provide certified copies of proof of change of name (if applicable)		Previous Name: (if applicable):	

2. REQUEST DETAILS			
<input type="checkbox"/>	Replacement Testamur (degree certificate):	\$40 each	Quantity:
<input type="checkbox"/>	Replacement Academic Transcript:	\$20 each	Quantity:
<input type="checkbox"/>	Statement of Attainment:	\$20 each	Quantity:

### 3. PAYMENT METHOD

Direct deposit details are:

Bank: CBA Account Name: Australian Film Television & Radio School

BSB: 062-320 Account: 10141213

Please note your SURNAME in the customer reference to allow for prompt delivery.

Or call 02 9805 6425 or 02 9805 6461 and have your credit card ready. We accept Visa and Mastercard.

### 4. STUDENT/ GRADUATE DECLARATION

I declare that the information I have submitted in this application is true, correct and not misleading. I understand that AFTRS may vary or reverse any decision concerning my application or not process my application if this is not the case, and that giving false or misleading information may also be an offence under the *Criminal Code*. [I authorise AFTRS to contact any person or organisation giving supporting documents for the purpose of verifying the information they contain.]

Signed:		Date:	
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### 5. PRIVACY INFORMATION

AFTRS requires the information you give in this application, and in supporting documents, to process the application. Where required to meet AFTRS' legal or administrative obligations, AFTRS may disclose information in it to other Australian government entities. AFTRS collects and deals with your personal information according to Australian privacy law and AFTRS' [Privacy Policy](#), which sets out how you may access and correct the personal information AFTRS holds about you, and how you may complain about any privacy breaches.

#### AFTRS USE ONLY

### 6. STUDENT CENTRE ACTION

#### REPLACEMENT TESTAMUR:

Original damaged testamur supplied or a statutory declaration (See Section 7) provided

Certified copy of passport or birth certificate provided

Fee paid

Record checked by Student Centre and replacement generated

Final check by Student Centre Manager

AFTRS Delegate for AFTRS Official Testamur Seal (if applicable):

#### REPLACEMENT ACADEMIC TRANSCRIPT OR STATEMENT OF ATTAINMENT:

Record checked by Student Centre and replacement generated

Final check by Student Centre Manager

Signed		Date:	
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**7. STATUTORY DECLARATION****To be completed when applying for a replacement Testamur  
(Degree Certificate)****Statutory Declaration**  
OATHS ACT 1900, NSW, EIGHTH SCHEDULE

I,		do solemnly and sincerely declare that
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*[Name of declarant]*

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and I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1900*.

Declared at:		on	
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*[Place]*

*[Date]*

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*[Signature of declarant]*

in the presence of an authorised witness, who states:

I,		a	
<i>[Name of authorised witness]</i>		<i>[Qualification of authorised witness]</i>	

certify the following matters concerning the making of this statutory declaration by the person who made it: *[\* please cross out any text that does not apply]*

1. \*I saw the face of the person *OR* \*I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering,

and

2. \*I have known the person for at least 12 months *OR* \*I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was

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*[Describe identification document relied on]*

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*[Signature of authorised witness]*

*[Date]*