

## 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.
- **Graduation Letter** - for graduates who require documentation that confirms they have completed course requirements. These letters are normally provided to alumni where the student file is accessed and information about the student's enrolment is summarised. Other information can be accessed via AFTRS syllabus, handbook and/or annual reports.

### 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 and you will not be charged for that.

If you require postage to an overseas address a charge will be incurred and you will need to pay for that when pay for replacement documents. Talk to the Student Centre regarding your delivery requirements.

### 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. We cannot guarantee a quick turnaround especially during busy periods so make sure your request is made ahead of the time you need it.

## 1. STUDENT/GRADUATE DETAILS

Name:		Student No:	
Course:			
Year of Graduation:		Date of Birth:	
Postal Address:		Postcode:	
Email:		Phone:	

Proof of Identification provided: Attach a certified copy of your passport or birth certificate. Provide details here.	YES	NO

## 2. REQUEST DETAILS

Replacement Testamur (degree certificate):	\$40 each	Quantity:
Replacement Academic Transcript or Graduation Letter:	\$20 each	Quantity:
Statement of Attainment (only required for incomplete award courses):	\$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, 02 9805 6465 or 02 98056635 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**

<b>6. STUDENT CENTRE ACTION</b>			
<b>6.1 Replacement Academic Transcript, Statement of Attainment or Graduation Letter:</b>			
Record checked by Student Centre and replacement generated:			
Confirmed Student Information Manager			
Approved Head of Governance & Registrar		Date:	
<b>6.2 Replacement Testamur:</b>			
Original damaged testamur supplied or a statutory declaration (See Section 7) provided			
Certified copy of passport or birth certificate provided	Fee Paid		
AFTRS Delegate for AFTRS Official Testamur Seal (if applicable): 2 Signatories are required			
Approved Head of Governance & Registrar or their delegate:	Approved	Not Approved	
		Date:	
Chief Executive Officer or their delegate:	Approved	Not Approved	
		Date:	

## 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
<i>[Name of declarant]</i>		

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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	
<i>[Place]</i>		<i>[Date]</i>	

<i>[Signature of declarant]</i>

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

<i>[Describe identification document relied on]</i>

<i>[Signature of authorised witness]</i>	<i>[Date]</i>