



Student Number

Award Details

Degree 1 Year

Degree 2 Year

Personal Details

Title Date of birth / /

Family name

Given names

Telephone:

Email

Application requirements

Award lost, stolen or destroyed: please submit application form and signed statutory declaration (fee payable).

Award damaged: please return to Graduations Office with completed application form. Statutory declaration not required if award returned (fee payable).

Award not received: if you registered to have your award mailed but you did not receive, please submit form and signed statutory declaration (fee payable).

Archived award: if you completed your award longer than 12 months ago, please submit application form. Statutory declaration not required (fee payable).

Awards will be issued 6 weeks after payment received.

Declaration

I have read and understood the requirements of this application form. I certify that all information is correct.

Student signature

Date

Application forms not signed by the Student will not be accepted.

Signed statutory declaration attached YES NO

For office use only:	Receipt number: <input type="text"/>	Entered FM: <input type="text"/>
	Award number: <input type="text"/>	Entered S1: <input type="text"/>
	Conferral date: <input type="text"/>	Replacement conferral date: <input type="text"/>

Payment and address details - student to complete

Please indicate how you would like to receive your award certificate:

Registered Post (within Australia)

Courier (international)

Collect (Graduations Office Bentley campus)

Amount Payable

Please see applicable fees at http://fees.curtin.edu.au/special_proc_fees.cfm

How to submit application form:

Fax: +61 8 9266 3279
Mail: Graduations Office
 Curtin University
 GPO Box U1987
 Perth 6845

Electronic or emailed applications will not be accepted

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 and address is included on this form).

Mailing Address (PLEASE COMPLETE)

Western Australia

Oaths, Affidavits and Statutory Declarations Act 2005

Statutory Declaration

I, _____ *name of person making declaration*
of _____ *address of person making declaration*
occupation _____ *occupation of person making declaration*

sincerely declare that I completed my:

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

My Award has been: Lost / Stolen / Destroyed / Not Received / Amended
Other (please explain): _____

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

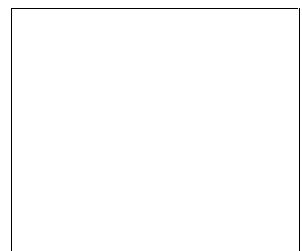
This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

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

At _____ *place*
On _____ *date*
By _____ *Signature of person making the declaration*

In the presence of

Signature of authorised witness
Name of authorised witness
Qualification as such a witness
Job Title
Employer
Workplace Address



Stamp (if available)

*** Important - This Declaration must be made before any of the following persons:**

Academic (post-secondary institution)	Local government councillor
Accountant	Loss adjuster
Architect	Marriage Celebrant
Australian Consular Officer	Member of Parliament
Australian Diplomatic Officer	Minister of religion
Bailiff	Nurse
Bank Manager	Optometrist
Chartered secretary	Patent Attorney
Chemist	Physiotherapist
Chiropractor	Podiatrist
Company auditor or liquidator	Police officer
Court officer (magistrate, registrar or clerk)	Post Office manager
Defence Force officer	Psychologist
Dentist	Public Notary
Doctor	Public Servant (State or Commonwealth)
Electorate Officer (State – WA only)	Real Estate agent
Engineer	Settlement agent
Industrial organisation secretary	Sheriff or deputy Sheriff
Insurance broker	Surveyor
Justice of the Peace (any State)	Teacher
Lawyer	Tribunal officer
Local government CEO or deputy CEO	Veterinary surgeon

Full descriptions of these professions are available via the following website link http://www.courts.dotag.wa.gov.au/files/Professions_witness_statutory_declarations.pdf

Or

any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

Any authorised witness for the State of Western Australia may also witness a Commonwealth Statutory Declaration, as long as they are in Western Australia at the time of witnessing - Schedule 2, item 231 of the *Statutory Declarations Regulations 1993 (Commonwealth)*.

Further information on witnessing documents is available at www.courts.dotag.wa.gov.au.