

1. PERSONAL DETAILS

JCU Student Number (8 digits): <input style="width: 100px;" type="text"/>			Title: <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mr s <input type="checkbox"/> Miss <input type="checkbox"/> Other:		
First given name:			Family name:		
Mailing address:					
Suburb:		State:		Postcode:	
JCU email address:			Daytime phone number:		
Signature: _____				Date: ____/____/____	

INSTRUCTIONS AND CONDITIONS

- Statutory Declaration (outlining the reasons for the loss or destruction of the original) MUST accompany this form unless a damaged testamur is returned. The declaration is to be certified by a Justice of the Peace. Overseas applications must be accompanied by a statement which is certified by an officer of the law from that country .Your application will not be processed without this form.**
- Applications take a minimum of 2 - 4 weeks to process and will only be issued after the fee is paid.
- Replacement Testamurs - \$70 (Diploma, Bachelor, Master and Doctoral)
Replacement Certificates - \$20 (eg. Certificate of Business)
- Postage costs - Normal postage within Australia at no extra cost.
Note: Express Post add: \$6.50. Overseas add: \$5 airmail / \$20 - Express Post International.
- Payments - Student Centre by **EFTPOS** or **Credit card** (see below) only.
- For collection by another person, a statement signed by the applicant authorising collection must be provided.
- Applicants and authorised third parties must provide photo identification at the time of collection.

2. INFORMATION REQUIRED

Please indicate the award or awards to be replaced (eg Bachelor of Arts, Graduate Diploma of Science, Postgraduate Diploma of Arts, Doctor of Philosophy etc):

Award 1 _____ Year: _____

Class of Honours (if relevant): I IIA IIB III Major: _____

Award 2 _____ Year: _____

Class of Honours (if relevant): I IIA IIB III Major: _____

3. COLLECTION / POSTAGE DETAILS

Please select: Collect from: Townsville, Student Centre , Education Central (Bld. 134)
 Cairns, Student Centre (Bld. A1)

Or by: Ordinary mail Express Post Express Post International

4. CREDIT CARD DETAILS

Name on credit card: _____ MasterCard Visa

Credit card number: CVV: Expiry date: ____/____/____

Amount: _____ Cardholder's signature: _____ Date: ____/____/____

Student's signature if different from above: _____ Date: ____/____/____

5. FORM RETURN AND ENQUIRIES

Townsville James Cook University, Student Centre Education Central (Bld. 134) Townsville, 4811 Telephone: (07) 4781 5255 exams-townsville@jcu.edu.au	Cairns James Cook University, Student Centre Chancellery Building (Bld. A1), Cairns, 4870 Telephone: (07) 4232 1000 Email: exams-townsville@jcu.edu.au
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