

## Application for Replacement Parchment

- UniSA provides replacement parchments to students whose original parchment has been irretrievably lost, destroyed, stolen or damaged.
- If your parchment has been lost, destroyed or stolen, a Statutory Declaration signed by a Justice of the Peace, stating what has occurred to the original parchment, **must** accompany this application. Applications submitted without this will not be processed. (see page 2).
- Damaged parchments **must** be surrendered with this application. Applications submitted without the damaged parchment will not be processed.
- The fee for a replacement parchment is \$50.00. This fee includes domestic or international postage if requested.
- Replacement parchments take one week to produce.
- Please turn over for lodgement details and other information regarding replacement parchments.
- If you have any questions please contact Graduations & Records on +61 8 8302 2194 or email [graduations@unisa.edu.au](mailto:graduations@unisa.edu.au).

### Part A: Personal details

Student ID (if known):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:	First name(s):								
Family name:					Previous name:				
Date of birth:	Contact No:			Email:					

### Part B: Program details:

Institution where you studied (see Notes for Part B):	
Name of program/award:	
Date award was conferred:	Years of study:
Additional Information: (attach additional page if required)	

### Part C: Collection/Postage details

<input type="checkbox"/> I will collect from Level 1, 101 Currie St, Adelaide.		
<input type="checkbox"/> Post to the following address (please note: courier will not deliver to PO Boxes).		
Name:		
Address:		
		Suburb:
State/ Province:	Postcode/ ZIP Code:	Country (if not Australia):

#### OFFICE USE ONLY

Payment Received

RECEIPT NO      INITIALS

<b>Part D: Payment</b>			
<input type="checkbox"/> Cash/Cheque/Credit Card in person at Campus Central (see below for address details)			
<input type="checkbox"/> Cheque/Money Order/Credit Card via mail (see below for address details)			
Credit card type (please tick):	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	
Card holder name:			
Card number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Card expiry date:		Amount AUD\$ 50.00	
Authorisation signature:			Date:
<i>Cheques should be made payable to "The University of South Australia".</i>			

<b>Notes</b>	
<ul style="list-style-type: none"> <li>A statutory declaration must be submitted with your form. This is because a parchment is a legal document of which there can only be one copy. Copies are available from Australia Post or from <a href="http://www.justice.sa.gov.au/about_us/services/justice_peace/resources/South%20Australian%20Statutory%20Declaration.pdf">http://www.justice.sa.gov.au/about_us/services/justice_peace/resources/South%20Australian%20Statutory%20Declaration.pdf</a></li> <li>If you are in a country where there is no equivalent to a Justice of the Peace, please have the statutory declaration signed by a lawyer.</li> <li>A replacement parchment will not be identical to the original, and pre-1991 parchments will not be issued in the name of the original awarding institution.</li> <li>The replacement parchment will declare that it is a replacement and will have a replacement date</li> </ul> <p>The University of South Australia holds the academic records for its antecedent institutions. These institutions are listed below:</p> <ul style="list-style-type: none"> <li>South Australian Institute of Technology.</li> <li>South Australian College of Advanced Education (Magill, Salisbury and Underdale Campuses only).</li> <li>Adelaide College of the Arts &amp; Education (Underdale Campus only).</li> <li>Kindergarten Training College or Kingston CAE.</li> <li>Salisbury Teachers College or Salisbury CAE.</li> <li>Wattle Park Teachers College, Murray Park CAE or Hartley CAE.</li> <li>Western Teachers College, SA School of Art or Torrens CAE.</li> </ul> <p><b>Please do NOT complete this form for studies completed at the following institutions:</b></p> <ul style="list-style-type: none"> <li>Adelaide Teachers College, Adelaide College of Advanced Education and South Australian College of Advanced Education (City/Kintore Ave Campus) – Contact the <b>University of Adelaide</b> Student Centre on +61 8 8303 5208</li> <li>Bedford Park Teachers College, Sturt College of Advanced Education or South Australian College of Advanced Education (Sturt Campus) – Contact the <b>Flinders University</b> Graduation Office on +61 8 8201 3950</li> </ul>	

<b>LODGING YOUR APPLICATION WITH CAMPUS CENTRAL</b>			
<b><u>In person</u></b>			<b><u>By post</u></b>
<b>City East</b> Campus Central Level 3 Playford Building	<b>City West</b> Campus Central Ground Floor Yungondi Building	<b>Magill</b> Campus Central Level 1 B Block	University of South Australia Campus Central – (insert name of campus) GPO Box 2471 Adelaide SA 5000 Australia
<b>Mawson Lakes</b> Campus Central Ground Floor A Building	<b>Mount Gambier</b> Regional Centre Office Wireless Road Mount Gambier SA 5290	<b>Whyalla</b> Campus Central Ground Floor- Main Bld 111 Nicolson Avenue Whyalla Norrie SA 5608	

<b>OFFICE USE ONLY</b>			
<b>Campus Central</b>			<b>PLU 10111</b>
Please enter student name and/or ID to enable tracking of page 1 of form.			
Student name:		Student ID:	
Receipt no:	Amount:	Initials:	Date: