



- 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 presented to Graduations and Records before a replacement is issued.
- 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.

Part A: Personal detailsStudent ID (if known):

Mr/Miss/Ms/Mrs:

First name(s):

Family name:

Previous name (if applicable):

Date of birth:

Contact No:

Email:

Program details:

Program title:

Date award was conferred:

Institution studied at if not UniSA (see page 2):

Part B: Collection/Postage details (please choose one option) I will collect from Level 1, 101 Currie St, Adelaide (Photographic Identification must be produced) Post to the following address (NB: overseas courier will not deliver to post office boxes)

Name:

Address Line 1:

Address Line 2:

State:

Country:

Post code:

Part C: Credit card details (alternatively you can include a cheque with this form or make cash payment in person at Campus Central – see page 2 for locations)

Credit card type (please tick):

Visa Mastercard

Card holder name:

Card number:

Card expiry date:

Amount AUD\$

Authorisation signature:

Date:

OFFICE USE ONLY**Campus Central**

Receipt no:

Amount:

Initials:

Date:

IMPORTANT INFORMATION

List of Antecedent Institutions:

- South Australian Institute of Technology
- South Australian College of Advanced Education (Magill, Salisbury and Underdale Campuses only)
- Adelaide College of the Arts & Education (Underdale Campus only)
- Kindergarten Training College or Kingston CAE
- Salisbury Teachers College or Salisbury CAE
- Wattle Park Teachers College, Murray Park CAE or Hartley CAE
- Western Teachers College, SA School of Art or Torrens CAE

Please do NOT complete this form for studies completed at the following institutions:

- Adelaide Teachers College, Adelaide College of Advanced Education and South Australian College of Advanced Education (City/Kintore Ave Campus) – Contact the **University of Adelaide** Student Centre on +61 8 8303 5208
- Bedford Park Teachers College, Sturt College of Advanced Education or South Australian College of Advanced Education (Sturt Campus) – Contact the **Flinders University** Graduation Office on +61 8 8201 5069

Statutory Declarations

- This document is required to be submitted with your form as a parchment is a legal document of which there can only be one copy.
- 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.

Please note

- 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
- the replacement parchment will declare that it is a replacement and will have a replacement date

LODGING YOUR APPLICATION

Please note that the original statutory declaration must accompany this form, therefore you cannot fax in the form.

With Campus Central

<u>In person</u>			<u>By post</u>
City East Campus Central Level 3 Playford Building	City West Campus Central Ground Floor Yungondi Building	Magill Campus Central Level 1 B Block	University of South Australia Campus Central – (name of campus) GPO Box 2471 Adelaide SA 5000
Mawson Lakes Campus Central Ground Floor A Building	Mount Gambier Regional Centre Office Wireless Road Mount Gambier SA 5290	Whyalla Campus Central Ground Floor Main Building	