

REQUEST FOR A DIGITAL TESTAMUR

(DEGREE CERTIFICATE)

1. PERSONAL DETAILS

Griffith Identification number:

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Family name:

First name:

Other names:

Date of birth:

PREVIOUS NAME CHANGE OF NAME: If you have changed your name since graduating, you must complete the Change of Personal Details process (see over) **before** you request a replacement testamur.

Title:

Family name:

First name:

Other names:

MAILING ADDRESS

Update my address in the Griffith University system: ☐

Number / street:

Suburb/town:

State:

Postcode:

Country:

Email address:

Daytime phone number:

2. PROGRAM DETAILS

Program title:

Graduation year:

3. METHOD OF PAYMENT

The **cost** to receive a **single or double degree digital testamur** is: **AUD\$50.00**

The **cost** to receive **two different single degrees digital testamur** is: **AUD\$100.00**

Payment is via our online payment gateway, GriffithPay. Please advise your email address so access to GriffithPay can be sent to you.

Email: _____

4. SIGNATURE

5. DOCUMENTARY EVIDENCE

Please submit a scanned copy of photo ID, Passport or Drivers Licence with this form.

If you have changed your name and would like your digital testamur in a different name you will also need to submit a completed 'Change of Personal Details' form. **Note:** If you have already submitted a 'Change of Personal Details' form to Student Connect, you do not need to submit another with this form.

6. ISSUING OF A DIGITAL TESTAMUR

- Replacement testamurs are issued using the current design and with the signatures of the current Chancellor and Vice Chancellor.
- The word 'Replacement' will appear on the digital document.

QUESTIONS

If you have any questions about the replacement testamur process, please 'Ask us' at www.griffith.edu.au/ask-us

LODGING INSTRUCTIONS

Lodge this request form, with your photo identification, by email to replytograduations@griffith.edu.au

Please **allow approximately 20 WORKING DAYS** for the processing of this request from receipt.

Requests could take up to **30 WORKING DAYS** to be processed during the peak periods of January, March, July, August, November and December.

PROTECTING STUDENT PRIVACY

Griffith University collects stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at www.griffith.edu.au/privacy-plan or telephone (+61 7) 373 57700 or (+61 7) 555 28811.