

- Use **BLOCK LETTERS** and tick ☒ boxes

Form Submission**FRED Enquiry Portal:** <https://fred.federation.edu.au/>**In Person:** Student HQ at your home campus**Post:** Federation University Australia
Graduation Office,
PO Box 663,
BALLARAT VIC 3353**1. Personal Details**

Fed Student ID Number:	<input type="text"/>	Campus/Location:	<input type="text"/>	Date of birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Surname/Family name:	<input type="text"/>		Given name:	<input type="text"/>	
Email:	<input type="text"/>		Phone number:	<input type="text"/>	
Course name:	<input type="text"/>				

2. Reason for replacing your Statement of Achievement/Attainment:

Reason	Documentation to be submitted with this request
<input type="checkbox"/> Damaged statement	You must return the original along with this form.
<input type="checkbox"/> Lost/stolen, or destroyed statement	You must provide a statutory declaration stating your original has been lost, stolen or destroyed, along with this form.
<input type="checkbox"/> Name change	You must provide evidence of your name change (marriage certificate etc), and return your original Statement of Achievement/Attainment together with this form to have your Statement of Attainment reissued in your new name.

3. Obtaining your Statement of Achievement/Attainment

Statements of Achievement/Attainment are provided electronically via My eEquals. An email notification will be sent to you from My eEquals when this document is available to view online.

<input type="text"/>			
<input type="text"/>		Suburb/Town/City	<input type="text"/>
State	<input type="text"/>	Post Code	<input type="text"/>
		Country	<input type="text"/>

4. Credit Card Authorisation: for payment of replacement Statement of Achievement/Attainment

This authorises Federation University Australia to process the following transaction. The following cards accepted, please select one:



Mastercard



Visa

Total amount to be paid :

\$10.00

Card Number:

Card Expiry Date:

Cardholder Name:

Cardholder Signature:

OFFICE USE ONLY

Student ID:

Payment receipt number:

5. Student Declaration

- ☐ I declare that the information I have provided to Federation University Australia is true and correct.
- ☐ I have included supporting documentation and/or returned my original Statement of Achievement/Attainment, as detailed in Section 3.

Student signature:

Date:

Office Use Only

Fed

Payment Receipt Number:

Date Paid:

Signature:

Processing checklist

- ☐ 1. Replacement requirements met
- ☐ 2. Print Academic Transcript
- ☐ 3. Payment received, if appropriate (payment not required if due to a University error on the original certificate)
- ☐ 4. Locate original application approval form
- ☐ 5. Add student details to Register of Replacement Requests
- ☐ 6. Print certificate (with appropriate notations)
- ☐ 7. Update My eEquals as appropriate / Post certificate to Student

Uploaded to My eEquals

☐

Certificate posted / collected

☐

Date: