

- Use **BLOCK LETTERS** and tick  boxes

## Form Submission

**Email:** graduate@federation.edu.au

**Post:** Graduation Office, Federation University Australia  
PO Box 663, Ballarat Vic 3353

**In Person:** Student HQ at your home campus.

## 1. Personal Details

Fed Student ID Number:

Campus/Location:

Date of birth:

 /  / 

Surname/Family name:

Given name:

Email:

Phone number:

## 2. Statement of Attainment details:

Your full name (to appear on your certificate):

Course name:

## 3. Reason for replacing your Statement of Attainment:

### Reason

### Documentation to be submitted with this request

**Damaged statement**

You must **return the original** along with this form.

**Lost/stolen, or destroyed statement**

You must provide a **statutory declaration** stating your original has been lost, stolen or destroyed, along with this form.

**Name change**

You must provide **evidence of your name change** (marriage certificate etc), and return your **original Statement of Attainment** together with this form to have your Statement of Attainment reissued in your new name.

## 4. Obtaining your Statement of Attainment

Statements of Attainment are provided in hard copy and electronically via My eEquals. Your replacement Statement of Attainment will be posted to the address nominated below and an email notification will be sent to you from My eEquals when this document is available to view online.



Suburb/Town/City

State

Post Code

Country

## 4. Credit Card Authorisation: for payment of replacement Statement of 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 : <b>\$10.00</b>	
Card Number:	<input type="text"/>	<input type="text"/>	Card Expiry Date: <input type="text"/>
Cardholder Name:	<input type="text"/>	Cardholder Signature:	<input type="text"/>

### 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 Attainment, as detailed in Section 3.

Student signature:

Date:

## Office Use Only



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. Include student details on next list to be submitted to Chair, Academic Board for approval
6. Print certificate (with appropriate notations)
7. Update My eEquals as appropriate / Post certificate to Student

Uploaded to My eEquals

Certificate posted / collected

Date: