

## Academic Qualifications Replacement and Update Form

A completed form must be submitted to the AFTRS Student Centre via email to [studentinfo@aftrs.edu.au](mailto:studentinfo@aftrs.edu.au), or in person by appointment. Contact the Student Centre on 1300 223 877 to make an appointment.

Section 1: Applicant Details			
Full Name		Student Number	
Date of Birth		Contact Number	
Postal Address		Email Address	
Title of Course/ Award		Graduation Year	

Section 2: Request Details						
Record Type	Format <sup>†</sup>	Fee	Requested	Domestic Postage	International Postage	Collection at AFTRS
Testamur	Physical					
Academic Transcript	Physical					
Statement of Attainment	Physical					
Testamur	Digital					
Academic Transcript	Digital			n/a	n/a	n/a
Statement of Attainment	Digital					

Section 3: Additional Information			
Details	Yes	No	Requirements (if you answered 'yes')
Are you requesting your records to be issued under a different name?			Change of name evidence
If you are requesting a physical testamur, do you have the original copy?			Return of original copy
If you are requesting a physical testamur, have you lost the original copy?			Statutory declaration

Section 4: Payment		
Item	Amount	
Academic records		<b>Bank:</b> Commonwealth Bank <b>Account Name:</b> Australian Film Television & Radio School <b>BSB:</b> 062-320 <b>Account Number:</b> 10141213 <b>Reference:</b> "surname_replace"
Postage		
Total payable amount		
Please note: AFTRS must receive payment for this application to be accepted and processed		

Section 4: Declaration	Yes	No
I declare that the information I have submitted in this application is true, correct and not misleading. I understand that AFTRS may vary or reverse any decision concerning my application or not process my application if this is not the case, and that giving false or misleading information may also be an offence under the Criminal Code.		
I authorise AFTRS to contact any person or organisation giving supporting documents for the purpose of verifying the information they contain.		
<p><b>Privacy:</b> AFTRS requires the information you give in this application, and in supporting documents, to process the application. Where required to meet AFTRS' legal or administrative obligations, AFTRS may disclose information in it to other Australian government entities. AFTRS collects and deals with your personal information according to Australian privacy law and AFTRS' Privacy Policy, which sets out how you may access and correct the personal information AFTRS holds about you, and how you may complain about any privacy breaches.</p> <p>-----</p> <p style="text-align: center;">Applicant Signature <span style="float: right;">Date</span></p>		

Please submit this form to the AFTRS Student Centre via [student.info@aftrs.edu.au](mailto:student.info@aftrs.edu.au)

*If you print and sign this form, please email AFTRS both the scanned version and the digital version.*



Commonwealth of Australia  
STATUTORY DECLARATION  
*Statutory Declarations Act 1959*

Applications must complete this section if they are requesting a physical testamur and the original copy has been lost or destroyed. Leave blank for any other requests.

1 *Insert the name, address and occupation of person making the declaration* I,<sup>1</sup>

make the following declaration under section 9 of the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs* <sup>2</sup>

I believe that the statements in this declaration are true in every particular, and I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, the punishment for which is imprisonment for a term of 4 years.

3 *Signature of person making the declaration* <sup>3</sup>

4 *Email address or telephone number of person making the declaration* <sup>4</sup>

5 *Place* Declared at <sup>5</sup> on <sup>6</sup> of <sup>7</sup>  
6 *Day*  
7 *Month and year*

Observed by me,

8 *Signature of person observing the declaration being made* <sup>8</sup>

9 *Full name, qualification and address of person observing the declaration being made* <sup>9</sup>

10 *Email address and/or telephone number of person observing the declaration being made* <sup>10</sup>

**A statutory declaration under section 9 of the *Statutory Declarations Act 1959* may be made before—**

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Architect	Chiropractor	Dentist
Financial adviser	Financial Planner	Legal practitioner
Medical practitioner	Midwife	Migration agent registered under Division 3 of Part 3 of the <i>Migration Act 1958</i>
Nurse	Occupational therapist	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a state or territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Accountant who is:

- a) a fellow of the National Tax Accountants' Association; or
- b) a member of any of the following:
  - i. Chartered Accountants Australia and New Zealand;
  - ii. the Association of Taxation and Management Accountants;
  - iii. CPA Australia;
  - iv. the Institute of Public Accountants

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item in this list

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this list

Employee of the Australian Trade and Investment Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Employee of the Commonwealth who is:

- (a) at a place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising the employee's function at that place

Engineer who is:

- a) a member of Engineers Australia, other than at the grade of student; or
- b) a Registered Professional Engineer of Professionals Australia; or
- c) registered as an engineer under a law of the Commonwealth, a state or territory; or
- d) registered on the National Engineering Register by Engineers Australia

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of the Australian Defence Force who is:

- a) an officer
- b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service
- c) a warrant officer within the meaning of that Act

Member of the Australasian Institute of Mining and Metallurgy

Member of the Governance Institute of Australia Ltd

Member of:

- a) the Parliament of the Commonwealth
- b) the Parliament of a state
- c) a territory legislature
- d) a local government authority

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public, including a notary public (however described) exercising functions at a place outside

- a) the Commonwealth
- b) the external territories of the Commonwealth

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public

Permanent employee of

- a) a state or territory or a state or territory authority
- b) a local government authority

with 5 or more years of continuous service, other than such an employee who is specified in another item of this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior executive employee of a Commonwealth authority

Senior executive employee of a State or Territory

SES employee of the Commonwealth

Sheriff

Sheriff's officer

Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution

## Office Use Only

Request Details		Yes	No	N/A
Evidence requirements met				
Testamur returned/ Statutory Declaration submitted				
Payment received				
AFTRS Official Seal required				
Additional notes				

Applicant			
Full Name		Student Number	
Date of Birth		Contact Number	
Postal Address		Email Address	
Title of Course/ Award		Graduation Year	

<u>Application Approval</u>
..... Signature
..... Name
..... Position
..... Date

<u>Replacement Testamur Approval</u>	<u>Replacement Testamur Approval</u>
..... Signature	..... Signature
..... Name	..... Name
..... Position	..... Position
..... Date	..... Date

