APPLICATION FOR REPLACEMENT TESTAMUR

INFORMATION FOR APPLICANTS

A testamur is the legal certification received at Graduation certifying that a student has completed a specific course. A testamur is produced in hard copy only. Please use this form if your testamur has been lost, damaged or destroyed.

A testamur does not list individual subjects or their results. For an official record of all studies undertaken at Moore Theological College, please complete the *Application for Official Academic Transcript* form.

If the signatory of the original is no longer in our employ, the new testamur will include the words "Re-signed on (date)"

COST

AUD$30 per request. This includes postage. Payment should be made at the time of the request or submission of this form.

PROCESSING TIME

Please allow 5 working days from date request is received for processing and dispatch.
Delays may occur during and after main exam periods (June/July and November to January).

REASON FOR TESTAMUR REPLACEMENT

- **Testamur lost or destroyed**
  Complete this application and a statutory declaration and return to the Registrar Department. Click **here** for Statutory Declaration link.

- **Testamur damaged**
  Complete this application and return with the damaged testamur.

PAYMENT AND LODGEMENT OPTIONS

- **IN PERSON**: Complete the application form and make payment at the Concierge Desk, Moore College, between 9am and 4.30pm by cash, cheque or EFTPOS .

- **BY POST**: Complete the application form and include money order, bank cheque, personal cheque drawn in Australian dollars, or credit card details.

  Send to: Registrar's Department, Moore Theological College, 1 King Street, Newtown NSW 2042, Australia.

  Please note that in compliance with Payment Card Industry Data Security Standards we cannot accept your financial details by email.

APPLICATION FOR REPLACEMENT TESTAMUR

MOORE
THEOLOGICAL COLLEGE
AN AUSTRALIAN UNIVERSITY COLLEGE

REASON FOR TESTAMUR REPLACEMENT

☐ My testamur is lost or has been destroyed. Statutory declaration is attached.

☐ My testamur is damaged and is enclosed with my application.

PERSONAL DETAILS

Surname	Moore Student ID (if known):
First Name(s):	Previous Name (if applicable):
Personal Postal Address:	Date of Birth (DD/MM/YYYY)
	Daytime Phone:
	Mobile Number:
Email:	

COURSE DETAILS

Degree/Diploma Name(s):	
Years of Enrollment:	Year of Graduation:

AUTHORISATION

	OFFICE USE ONLY:
_____ Date**: _____** (Signature of Applicant)	Date Processed:_____Initials:_____

FURTHER ENQUIRIES

Telephone: Registrar's Department 02 9577 9933.   From overseas +61 2 9577 9933.

Email: RegistrarDept@moore.edu.au

Website: http://www.moore.edu.au

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PAYMENT BY CREDIT CARD   **ABN 47 746 452 183**

Please debit by (please tick): ☐ VISA	☐ MASTERCARD	☐ AMEX

Card Number: ___ ___ ___ ___   ___ ___ ___ ___   ___ ___ ___ ___   ___ ___ ___ ___

Expiry Date: ___ ___ / ___ ___   CCV No (Usually on the back of the card): ___ ___ ___

Name on Card:	Amount: $
Signature of Card Holder:	Date: