

# APPLICATION FOR REPLACEMENT TESTAMUR



## INFORMATION FOR APPLICANTS

A testamur is the certificate received at Graduation certifying that a student has completed a specific course. 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.

## COST

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

### **Please Note:**

1. You will need to supply your complete mailing address. We cannot send a testamur to another educational institution.
2. If the signatory of the original is no longer in our employ, the new testamur will include the words "Re-signed on (date)"

## 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 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 Collage, 1 King Street, Newtown NSW 2042, Australia.
- **BY EMAIL** Complete the application form and include credit card details. Email to RegistrarDept@moore.edu.au.

# APPLICATION FOR REPLACEMENT TESTAMUR



## 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

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

## FURTHER ENQUIRIES

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

Email: [RegistrarDept@moore.edu.au](mailto:RegistrarDept@moore.edu.au)

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



## PAYMENT BY CREDIT CARD

ABN 47 746 452 183

Please debit by (please tick):	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMEX
Card Number:	_____		
Expiry Date:	____ / ____	CCV No (Usually on the back of the card):	____
Name on Card:			Amount: \$
Signature of Card Holder:			Date: