

APPLICATION FOR RE-ISSUE OF A CERTIFICATE UNDER A NEW NAME



A certificate can only be re-issued under a new name if the applicant surrenders the original certificate and if documentary evidence of the name change is provided.

Documentary evidence (sighted original or copy certified by a registered Justice of the Peace) of the change of name may be one of the following:

- (a) Birth certificate, passport, marriage certificate, decree nisi, extract of birth or change of name by deed poll (Note: Only one name – married or unmarried name – can be used. Hyphenated names, or names comprising both married and unmarried name, will require an official change of name certified by the Principal Registry Office of Births, Deaths and Marriages, Registration Division in the Office of Consumer and Business Affairs);
- (b) Certificate of change of name, issued by the Principal Registry Office of Births, Deaths and Marriages;
- (c) For international students only, an official Hong Kong or Singapore government ID card (sighted original or copy certified by a registered Justice of the Peace).

The cost of re-issuing the certificate will be AUS\$200.00 per certificate.

After processing this application, the certificate will be re-issued under the new name and forwarded to you by registered mail (in Australia) or by courier (overseas).

Please note that the re-issued certificate will not be identical to the original, and will be issued in the name of the original awarding institution but under the signatures of the current Chancellor and Vice-Chancellor.

A certificate can only be re-issued to graduates of the University of Adelaide, the former City Campus of the South Australian College of Advanced Education and Roseworthy Agricultural College.

Name on the original certificate _____

Name for re-issuing the new certificate _____

Student ID (if known) _____

Date of birth _____

Postal Address _____

City _____ Post Code _____

Telephone (Work) _____ (Home) _____

Date Award Completed _____ Date Award Conferred _____
(Month / Year) (Month / Year)

Award Title _____

Awarded at _____ (Name of Institution)

Documentary evidence of name change attached (please tick)

University of Adelaide Certificate attached (please tick)

Change of Personal Details Form (please tick)

Applications omitting the above items cannot be accepted.

I declare that the information I have supplied in this application is complete and correct.

Signature _____

Date _____

Payment details

Please complete appropriate section in BLOCK LETTERS

Student Name (in full)

Student Number

Credit Card Authority for University of Adelaide replacement parchments

Please charge my Bankcard Mastercard Visa

Card Number

Cardholder's details Mr / Mrs / Ms / Miss Family Name..... Given Name.....

Expiry date __ / __ Amount AUD \$..... Signature

Cheque Details

Drawer Bank Branch Amount AUD \$

Please send complete form to:

Student Finance, The University of Adelaide, SA 5005, AUSTRALIA

Facsimile: + 61 8 8303 6445

Telephone: + 61 8 8313 0899

FOR OFFICE USE ONLY

- Change of details actioned in Peoplesoft
- New certificate printed
- Original certificate destroyed
- Collection notice printed
- Programs amended
- Official/TRIM Records amended Graduations Officer
- Stock Register adjusted