

## Application for Replacement Graduation Certificate

### Personal Information

Full legal name:

Name at time of study (if different):

Student ID  
(if unknown, provide date of birth):

Phone number (including area code):

Postal address:

Email address:


\*An email address must be provided to receive a certified digital qualification certificate issued through the My eQuals portal. This will be used to update your student record.

### Qualification Information

Qualification(s) for which replacement is required:

Major(s):

Class of Honours, Merit or Distinction  
(if applicable):

Year awarded:

	Qualification 1	Qualification 2	Qualification 3

### Request Details

Please check the following table to see whether you need to send documentation with your application.

	Reason for applying for replacement certificate(s)	Documentation required
<input type="checkbox"/>	Original certificate has been lost, stolen or destroyed	Statutory declaration (see Statutory Declaration section)
<input type="checkbox"/>	Original certificate has been damaged	Original certificate
<input type="checkbox"/>	Name on original certificate is incorrect or has changed	Original certificate and a certified or original copy of the documentation confirming your legal name.

### Dispatch Options

<input type="checkbox"/>	<b>Collection from Graduation Office</b> Proof of identification required at time of collection	
<input type="checkbox"/>	<b>Post</b> Supply delivery address if different from the one provided above	

## Statutory Declaration

You will need to complete this section only if your original certificate has been lost, stolen or destroyed.

This statutory declaration is to be completed before a Justice of the Peace, Solicitor of the High Court, Notary Public, Registrar or Deputy Registrar of the High Court or District Court. This person must put their official stamp on the form or provide in clear writing their name and contact details.

My certificate has been lost, stolen or destroyed, as indicated on the previous page.  
I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Signed by applicant .....

Declared at ..... this ..... day of ..... 20..... before me

.....  
*Signature*

.....  
*Designation*

## Cost and Payment Methods

<b>Cost</b>	\$65 NZD per certificate requested	
<b>Payment methods</b>		
<input type="checkbox"/>	EFTPOS	In person at the Student Finance counter, Level 1, Hunter building, Kelburn Parade
<input type="checkbox"/>	Bank Transfer	Contact <a href="mailto:graduation@vuw.ac.nz">graduation@vuw.ac.nz</a> for details
<input type="checkbox"/>	Visa or MasterCard	go to <a href="https://vuw.eventsair.com/replacement-graduation-certificate/register">https://vuw.eventsair.com/replacement-graduation-certificate/register</a>

## Confirmation of Request

I confirm that I am requesting access to my own academic records and that the details I have provided on this form are true and correct.

I understand that the information I provide is being collected for the purposes described in, and will be used in accordance with, the University's Privacy Notice (available at [www.victoria.ac.nz/privacy](http://www.victoria.ac.nz/privacy)).

I do not want my contact details updated on the Victoria University of Wellington alumni database

Signature:

Date:


## Additional Information

Graduation Certificates take up to 5 working days to complete (excluding days that the University is closed and the days of graduation ceremonies). This timeframe does not include postal/courier durations.

**Please return form with payment and required documentation to the Graduation Office (HU319, Hunter building) or post to Graduation Office, Victoria University of Wellington, PO Box 600, Wellington 6012 or email [graduation@vuw.ac.nz](mailto:graduation@vuw.ac.nz)**