

# REPLACEMENT GRADUATION CERTIFICATE FORM

Only original applications will be processed – do not send in faxed or email copies – they will not be accepted. This form must be completed by the applicant. Applications cannot be submitted on behalf of a student. Return this completed form to:

**Student Progression, Student Registry, Massey University, Private Bag 11222, Manawātū Box Lobby, Palmerston North 4442.**

## PERSONAL DETAILS

Student ID:

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

**Note:** If you have changed your name you will need to supply a verified copy of name documents (eg birth certificate/passport)

Date of birth: Day  Month  Year

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Your replacement graduation certificate will be couriered here and will require someone to sign for it.

## REPLACEMENT GRADUATION CERTIFICATE DETAILS

Name of your qualification: \_\_\_\_\_

Year the qualification was conferred/awarded:

Awarded at:

- Massey University
- Palmerston North Teachers College
- New Zealand School of Music
- Wellington Polytechnic

## REASON FOR REPLACEMENT GRADUATION CERTIFICATE REQUEST

Please explain why you require a replacement graduation certificate and include supporting documentation (ie police report, insurance claim, name change certificate etc). If you still have your original graduation certificate you **MUST** return it with this application form.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## STATUTORY DECLARATION

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. **Application forms which do not have a signed and witnessed declaration will not be processed.**

*"I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957"*

Signature of applicant: \_\_\_\_\_

Declared at: \_\_\_\_\_

on (date): Day  Month  Year

Witnessed by Justice of the Peace, Solicitor of the High Court, Notary Public, Registrar or Deputy Registrar of the High Court or District Court:

Signature and stamp:

## COST AND PAYMENT

The fee for a replacement graduation certificate can be found on the non-tuition fees page in the academic record fees section at [fees.massey.ac.nz](http://fees.massey.ac.nz). You are not eligible for a refund if you withdraw your application after it has been processed.

### Credit card payment

You can pay by credit card online via the student portal. Massey University accepts Visa or Mastercard.

### Internet banking/telegraphic transfer

Bank name: BNZ

Account name: Massey University

Account number: 02-0630-0016592-004

Particulars and reference: Name and Student ID

Swift (routing) number: BKNZNZ22 (required for international payments only)

Bank physical address:

42 Willis Street, Spark Central, Floor 2, Wellington, New Zealand

## For office use only

Cashier please credit fees to student's ID account and forward receipted form to Student Progression, Student Registry PN 610