



Complete and sign this form to authorise another person to collect your testamur (certificate) on your behalf. Your testamur (certificate) is a legal document and Victoria University requires your written and signed authorisation to give it to another person (a Proxy).

Please read the information and instructions below carefully before you complete the details.

INFORMATION

- Testamurs can only be released for awards that have been officially conferred by the University.
- If you are seeking collection of a certificate 6 months after the conferral date, an archival fee will apply. Please refer to the [A03b Graduation Payment form](#) for further information.
- Collection of archived testamurs can only take place from the Student Service Centre, Building 4 at St Albans Campus.
- Testamurs originally requested to be collected from campuses other than St Albans, are only available at the requested campus for 6 months following the conferral of the award. They are then returned to Graduations and will need to be collected from the St Albans campus.

INSTRUCTIONS

- Complete all details on this form and nominate your Proxy where indicated.
- Your Proxy should then take this form to collect the testamur from the Student Service Centre at the campus previously nominated or the Student Service Centre, Building 4, McKechnie St, St Albans if no campus has been nominated or it is 6 months from the date of conferral of the award.
- Your Proxy is required to provide photo identification to verify their identity when collecting your testamur.

Please write in BLOCK LETTERS using a black or blue pen.

TITLE: _____ FAMILY NAME: _____ STUDENT ID: _____
 GIVEN NAME: _____ DATE OF BIRTH: ____/____/19____
 COURSE CODE: _____ YEAR AND MONTH OF CONFERRAL OF AWARD: _____
 COURSE TITLE: _____

OFFICIAL ACADEMIC TRANSCRIPT REQUIRED? (Fees apply) YES NO

GRADUATE DECLARATION

I authorise Victoria University to release my testamur (detailed above) for collection by the person nominated below (Proxy) on my behalf. I understand that it is my responsibility to investigate and arrange for the payment of any fees associated with the collection of the above testamur and that these fees must be paid in order for the testamur to be released to the Proxy.

STUDENT SIGNATURE: _____ DATE: ____/____/20____

DETAILS OF PROXY

FAMILY NAME: _____
 GIVEN NAME: _____
 PROXY SIGNATURE: _____ DATE: ____/____/20____

OFFICE USE ONLY	AWARD NUMBER:	PHOTO ID SIGHTED: YES NO	ARCHIVAL FEE CHARGED: YES NO
	SSC CAMPUS:	SSC/GRADS OFFICER INITIALS	DATE:
	Verified Proxy to sign Testamur Collection Roll. Please file this form with the Testamur Collection Roll.		

CONTACT

Enquiries ASKVU www.vu.edu.au/askvu
 Phone +613 9919 6100
 Web www.vu.edu.au/current-students

STUDENT SERVICE CENTRES

City Flinders Newport
 City King St Albans
 Footscray Nicholson Sunshine
 Footscray Park Werribee
 Melton

PRIVACY INFORMATION

We collect your personal information in accordance with the Privacy Statement for students (www.vu.edu.au/current-students/student-essentials/commonly-used-forms) and the Privacy Policy (www.vu.edu.au/privacy).