



## Application for Replacement Parchment

- A copy of current photo identification must be submitted with your application. Examples of which include a driver's licence or passport. Applications submitted without current photo identification will not be processed.
- When applying for a replacement of your printed parchment, an online copy will also be provided to you, if one has not already been issued.
- Online parchments are accessed via the My eEquals online portal and can be shared securely with third parties such as prospective employers of other educational institution. You will be advised via your nominated email address when your online parchment is available. More information about My eEquals can be found [here](#).
- Where a parchment has been lost, destroyed or stolen, a statutory declaration stating what has occurred to the original parchment must accompany the application for replacement. Statutory declarations are available [here](#) or from Australia Post. For applications from outside Australia please have the statutory declaration signed by a person legally authorised to witness signatures in your country such as a lawyer or notary.
- Where a parchment has been damaged, the damaged parchment must be surrendered to UniSA. A supporting statutory declaration is not required. Please submit this application form to Campus Central as per the submission instructions, then mail the damaged parchment to: University of South Australia, SAS Graduations, GPO Box 2471, Adelaide SA, Australia 5001. Applications for replacement of damaged parchments will not be processed until the original parchment has been received.
- Printed documents can be collected in person from Campus Central City West or delivered to your nominated mailing address.
- Replacement parchments may take up to one week to produce.
- A replacement parchment is not identical to the original. Pre-1991 parchments will not be issued in the name of the original awarding institution.
- A replacement parchment states it is a replacement and includes the replacement date.

**Notes for Part C** - Academic records for courses studied prior to 1991 at [institutions other than UniSA](#)

The University of South Australia holds academic records for the following antecedent institutions:

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| <ul style="list-style-type: none"><li>• South Australian Institute of Technology</li><li>• South Australian College of Advanced Education (Magill, Salisbury and Underdale Campuses only)</li><li>• Adelaide College of the Arts &amp; Education (Underdale Campus only)</li></ul> | <ul style="list-style-type: none"><li>• Kindergarten Training College or Kingston CAE</li><li>• Salisbury Teachers College or Salisbury CAE</li><li>• Wattle Park Teachers College, Murray Park CAE or Hartley CAE</li><li>• Western Teachers College, SA School of Art or Torrens CAE</li></ul> |
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Please do not complete this form for studies completed at the following institutions:

- Adelaide Teachers College, Adelaide College of Advanced Education and South Australian College of Advanced Education (City/Kintore Ave Campus) – Contact the University of Adelaide Student Centre on +61 8 8313 5208
- Bedford Park Teachers College, Sturt College of Advanced Education or South Australian College of Advanced Education (Sturt Campus) – Contact the Flinders University Graduation Office on 1300 354 633

### Contact Us

If you have any questions about this form, please contact Campus Central either by phone, [online](#), or in person.

Campus Central offices are located on each campus with metro campuses open from 8.30am to 6.00pm, Monday to Friday.

UniSA General enquiries: 1300 301 703

Open Universities Australia (OUA) enquiries 8.30am to 5.00pm (CST): 1300 361 450



## Application for Replacement Parchment

Part A: Personal details - Please print clearly	
Student ID (if known):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Title:	First name(s):
Family name:	Previous name:
Date of birth:	Contact No:
Email (we will use this email address to advise when online documents are available via My eEquals):	
<b>Applicant Declaration:</b> I declare that the information provided in this application is complete, true and accurate. I understand that by submitting supporting documentation UniSA may contact the issuer of the document to confirm its authenticity.	
Type or write your name here:	Date:

Part B: Documents required		
Select one of the following	Cost	Total
<input type="checkbox"/> My parchment is irretrievably lost or destroyed or stolen and I have attached a Statutory Declaration confirming this.	AUD\$75	
<input type="checkbox"/> My parchment has been damaged and I have attached and surrendered the document. (No Statutory Declaration is required)	AUD\$75	
<input type="checkbox"/> I graduated before 1 January 2018, still have my printed parchment and wish to obtain an online parchment. (No Statutory Declaration is required)	AUD\$50	

Part C: Program details	
Institution where you studied (see Notes for Part C):	
Name of program/award:	
Date award was conferred:	Years of study:

Part D: Collection/Postage details		
<i>Photo ID is required when submitting this application and when collecting documents. If someone is collecting on your behalf they must also provide photo ID. University staff will contact you when documents are available for collection.</i>		
<b>Collect</b>	<input type="checkbox"/> I will collect from Campus Central City West	
<input type="checkbox"/> I authorise _____ to collect my parchment.		
<b>Post to the following address</b> (Please print clearly. Please note courier will not deliver to PO Boxes)		
Name:		
Address:		
	Suburb:	
State/ Province:	Postcode/ ZIP Code:	Country (if not Australia):



## Application for Replacement Parchment

Part E: Payment	
<input type="checkbox"/> Cash/Credit Card in person at Campus Central (Whyalla and Mt Gambier EFTPOS only)	
<input type="checkbox"/> Credit Card via email	
Credit card type (please tick):	Visa <input type="checkbox"/> MasterCard <input type="checkbox"/>
Card holder name:	
Card number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Card expiry date:	Amount AUD\$
Part F: Submitting your application to Campus Central	
<p>Please send your completed application form and a copy of current photo ID to <a href="mailto:ask@campuscentral.unisa.edu.au">ask@campuscentral.unisa.edu.au</a> or submit in person to any Campus Central location.</p> <p>If you are applying for a replacement parchment due to damage, please mail the damaged parchment to: University of South Australia, SAS Graduations, GPO Box 2471, Adelaide SA 5001, Australia.</p>	