

PROXY AUTHORISATION FOR COLLECTION OF TESTAMUR

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 six months after the conferral date, an archival fee will apply. Please refer to the A03b Graduation Payment
- Collection of archived testamurs can be from VUHQ in Building 4 at the St Albans campus.
- Testamurs originally requested to be collected from campuses other than St Albans are only available at the requested campus for six months following the conferral of the award. They are then returned to Graduations and will need to be collected from VUHQ at 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 VUHQ at the campus previously nominated or VUHQ at the St Albans campus (Building 4, McKechnie St) if no campus has been nominated or it is six 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.

DETAILS

TITLE:	FAMILY NAME:	STUDENT ID:
GIVEN NAME:		DATE OF BIRTH:
COURSE CODE:	YEAR AND MONTH OF CONFERRAL OF AWARD:	
COURSE TITLE:		
OFFICIAL ACADEMIC TRANSCRIPT REQUIRED? (FEES APPLY)	<input type="checkbox"/> YES	<input type="checkbox"/> 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:** _____

DETAILS OF PROXY

FAMILY NAME: _____
GIVEN NAME: _____

PROXY SIGNATURE: _____ **DATE:** _____

OFFICE USE ONLY	AWARD NUMBER:	PHOTO ID SIGHTED: <input type="checkbox"/> YES <input type="checkbox"/> NO	ARCHIVAL FEE CHARGED: <input type="checkbox"/> YES <input type="checkbox"/> NO
	SSC CAMPUS:	SSC/GRADS OFFICER INITIALS:	DATE:
	VERIFIED PROXY TO SIGN TESTAMUR COLLECTION ROLL. PLEASE FILE THIS FORM WITH THE TESTAMUR COLLECTION ROLL.		
	SIGNATURE:	DATE:	

PRIVACY INFORMATION:

We collect and protect your personal information in accordance with our Privacy Policy vu.edu.au/privacy

If you have any questions, you can access **ASKVU**,
speak to us via live chat or call us on **+61 3 9919 6100**.

Our VUHQs are located at the following campuses:

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