



MASSEY UNIVERSITY

APPLICATION FOR A REPLACEMENT GRADUATION CERTIFICATE

Return to: Academic Services, Student Administration, Massey University,
Private Bag 11222, Manawatū Box Lobby, Palmerston North 4442.

Only original applications will be processed, do not send in faxed or email copies, they will not be accepted. This form needs to be filled in by the applicant. Applications cannot be submitted on students behalf

PERSONAL DETAILS:

Student ID: _____ Date of Birth: _____

First Names: _____ Surname: _____

Phone: _____ Email: _____

Address and post code: Replacement Graduation Certificate will be couriered here and will require someone to sign for it.

N.B: If you have changed your name you will need to supply a verified copy of name documents, e.g birth certificate/passport

REPLACEMENT GRADUATION CERTIFICATE DETAILS:

Name of your qualification: _____

Year qualification was conferred or awarded: _____

Awarded at: (please circle) Massey University / Palmerston North Teachers College / Wellington Polytechnic / NZ School of Music

REASON FOR REPLACEMENT GRADUATION CERTIFICATE REQUEST:

Please explain why you require a replacement Graduation Certificate and include supporting documentation (i.e. 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 _____ the _____ day of _____

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 & Stamp: _____

COST AND PAYMENT:

The fee for a replacement Graduation Certificate can be found under the non-tuition fees/academic record fees at 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 your Student Homepage (login required). The University accepts Visa or Mastercard.

Internet Banking/Telegraphic Transfer:

Our bank account details are:

Bank Name: BNZ **Account Name:** Massey University
Account Number: 02-0630-0016592-004 **Particulars & Reference:** Name and Student ID
Swift (Routing) Number: BKNZLN22 (required for international payments only)
Bank Physical Address: 84 The Square, Palmerston North, 4410, New Zealand

For office use only: Cashier please credit fees to Students ID account and forward receipted form to Academic Services, Student Management PN 610