

- Use **BLOCK LETTERS** and tick ☒ boxes

Form Submission**FRED Enquiry Portal:** <https://fred.federation.edu.au/>**In Person:** Student HQ at your home campus**Post:** Federation University Australia
Graduation Office,
PO Box 663,
BALLARAT VIC 3353**1. Personal Details**

Fed Student ID Number:

Campus/Location:

Date of birth:

/ /

Surname/Family name:

Given name:

Email:

Phone number:

2. Statement of Achievement/Attainment details:

Your full name (to appear on your certificate):

Course name:

3. Reason for replacing your Statement of Achievement/Attainment:**Reason****Documentation to be submitted with this request**☐**Damaged statement**You must **return the original** along with this form.☐**Lost/stolen, or
destroyed statement**You must provide a **statutory declaration** stating your original has been lost, stolen or destroyed, along with this form.☐**Name change**You must provide **evidence of your name change** (marriage certificate etc), and return your **original Statement of Achievement/Attainment** together with this form to have your Statement of Attainment reissued in your new name.**4. Obtaining your Statement of Achievement/Attainment**

Statements of Achievement/Attainment are provided in hard copy and electronically via My eEquals. Your replacement Statement of Achievement/Attainment will be posted to the address nominated below and an email notification will be sent to you from My eEquals when this document is available to view online.

Suburb/Town/City

State

Post Code

Country

5. Credit Card Authorisation: for payment of replacement Statement of Achievement/Attainment

This authorises Federation University Australia to process the following transaction. The following cards accepted, please select one:



Mastercard



Visa

Total amount to be paid :

\$10.00

Card Number:

Card Expiry Date:

Cardholder Name:

Cardholder Signature:

OFFICE USE ONLY

Student ID:

Payment receipt number:

6. Student Declaration

☐

I declare that the information I have provided to Federation University Australia is true and correct.

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I have included supporting documentation and/or returned my original Statement of Achievement/Attainment, as detailed in Section 3.

Student signature:

Date:

Office Use Only

Fed

Payment Receipt Number:

Date Paid:

Signature:

Processing checklist

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1. Replacement requirements met

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2. Print Academic Transcript

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3. Payment received, if appropriate (payment not required if due to a University error on the original certificate)

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4. Locate original application approval form

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5. Add student details to Register of Replacement Requests

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6. Print certificate (with appropriate notations)

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7. Update My eEquals as appropriate / Post certificate to Student

Uploaded to My eEquals

☐

Certificate posted / collected

☐

Date: