REPLACEMENT OF A DEGREE CERTIFICATE FOR GENDER REASSIGNED GRADUATES

The University of Western Australia will issue a replacement certificate to graduates who have subsequently completed gender reassignment. Replacement degree certificates will be issued subject to the following conditions –

- When the original degree certificate has been returned or subsequently a Statutory Declaration or equivalent declaration form from any international destination (if you are overseas) is submitted in the event that the original degree certificate has been lost, stolen or destroyed.
- Original documentary evidence of gender reassignment has been provided.

Procedures for Obtaining a Replacement Certificate

(1) Present the degree certificate currently being held by you together with documentary evidence of gender reassignment and a letter providing the following details:
   (a) Your full name and address.
   (b) The name of degree/diploma/certificate and the conferment date.
   (c) Your date of birth.
   (d) Your daytime contact telephone number.

or

(2) Forward your present degree certificate currently being held by you together with certified true copies of documentary evidence of gender reassignment signed by either a Commissioner of Declaration or Justice of the Peace or the equivalent notary from any international destination (if you are overseas) and a letter providing the following details:
   (a) Your full name and address.
   (b) The name of degree/diploma/certificate and the conferment date.
   (c) Your date of birth.
   (d) Your daytime contact telephone number.

or

(3) If your degree certificate has been lost, stolen or destroyed, you will in this case be required to –
   (a) Obtain a Statutory Declaration form from a post office or newsagent within Australia or the equivalent declaration form from any international destination (if you are overseas).
   (b) Provide your full name and address.
   (c) Provide your daytime contact telephone number.
   (d) Provide the name of degree/diploma/certificate and the conferment date.
   (e) Provide the name used prior to reassignment under which this degree was issued.
   (f) Give the reason for requiring the replacement certificate.
   (g) Agree that, if the original is found, it will be returned to the University.
   (h) Date and sign your declaration in front of either a Commissioner of Declarations or Justice of the Peace or the equivalent notary from any international destination (if you are overseas).
   (i) Provide documentary evidence of gender reassignment or certified true copies of gender reassignment signed by either a Commissioner of Declaration or Justice of the Peace or the equivalent notary from any international destination (if you are overseas).

The University will then undertake to update –

(i) The graduate’s name, sex and graduation details in the student record system, deleting all reference to the name used prior to reassignment.
(ii) Annotate, if applicable to the graduate, the University’s copy of the original graduation programme, reflecting the graduate’s name adopted after gender reassignment.
(iii) Advise the University’s Alumni Association of the graduate’s change of name, and to delete all references to the graduate’s pre reassignment name.
(iv) Prepare and issue a new certificate with the graduate’s name adopted after gender reassignment.

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Once we receive your application (1), (2) or (3), please allow five business days to process and complete your request.

Note: Replacement certificates are only issued in the current certificate size and format, and with the current principal officer signatories.
I, .................................................................................................................................

(name, address and occupation of person making declaration)

sincerely declare as follows:

I was admitted to the Doctor of ................................................................. on □/□/□

I was admitted to the Master of ................................................................. on □/□/□

I was awarded the Graduate Diploma in .................................................. on □/□/□

I was awarded the Graduate Certificate in .............................................. on □/□/□

I was awarded the Diploma in ................................................................. on □/□/□

I was admitted to Bachelor of ............................................................... on □/□/□

My original certificate/true copy certificate has been:

□ Lost                  □ Stolen           □ Not Received     □ Destroyed

I agree if my original certificate/true copy certificate is found I will return this to the University.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the Oaths, Affidavits and Statutory Declarations Act 2005

at ....................................................

(place)

on ....................................................

(date)

In the presence of –

..............................................................

(Signature of authorised witness)

..............................................................

(Name of authorised witness and qualification as such a witness)

by ..............................................................

(Signature of person making the declaration)
Approved Witnesses overseas

1. Australian Consular Officer
2. Notary Public
3. Justice

Approved Witnesses within Australia

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<th>Item</th>
<th>Informal description</th>
<th>Formal description</th>
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| 1.   | Academic (post-secondary institution) | A member of the academic staff of an institution established under any of the following Acts —
- Curtin University of Technology Act 1966;
- Edith Cowan University Act 1984;
- Murdoch University Act 1973;
- University of Notre Dame Australia Act 1989;
- University of Western Australia Act 1911;
- Vocational Education and Training Act 1996. |
| 2.   | Accountant | A member of any of the following bodies —
- Association of Taxation and Management Accountants (ACN 002 876 208);
- CPA Australia (ACN 008 392 452);
- The Institute of Chartered Accountants in Australia (ARBN 094 642 571);
- National Institute of Accountants (ACN 004 130 643);
- National Tax & Accountants’ Association Limited (ACN 057 551 854). |
| 4.   | Australian Consular Officer | An Australian Consular Officer within the meaning of the Consular Fees Act 1955 of the Commonwealth. |
| 5.   | Australian Diplomatic Officer | An Australian Diplomatic Officer within the meaning of the Consular Fees Act 1955 of the Commonwealth. |
| 7.   | Bank manager | A person appointed to be in charge of the head office or any branch office of an authorised deposit-taking institution carrying on business in the State under the Banking Act 1959 of the Commonwealth. |
| 8.   | Chartered secretary | A member of Chartered Secretaries Australia Limited (ACN 008 615 950). |
| 9.   | Chemist | A pharmaceutical chemist within the meaning of the Pharmacy Act 1964. |
| 11.  | Company auditor or liquidator | A person registered as an auditor or a liquidator under the Corporations Act 2001 of the Commonwealth. |
| 12.  | Court officer | A judge, master, magistrate, registrar or clerk, or the chief executive officer, of any court of the State or the Commonwealth. |
| 13.  | Defence force officer | A member of the Australian Defence Force who is —
- an officer within the meaning of the Defence Force Discipline Act 1982 of the Commonwealth;
- a non-commissioned officer within the meaning of that Act with 5 or more years of continuous service; or
- a warrant officer within the meaning of that Act. |
| 15.  | Doctor | A medical practitioner within the meaning of the Medical Act 1894. |
| 15A. | Electorate officer of a member of State Parliament | A person appointed under the Parliamentary and Electorate Staff (Employment) Act 1992 section 4(1)(b)(i) or (2)(b)(i) |
| 16.  | Engineer | A member of the Institution of Engineers, Australia, other than at the grade of student. |
| 17.  | Industrial organisation secretary | The secretary of an organisation of employees or employers that is registered under one of the following Acts —
- Industrial Relations Act 1979;
| 18.  | Insurance broker | A member of the National Insurance Brokers Association of Australia (ACN 006 093 849). |
| 19A. | Landgate officer | A person who is a member of the Authority’s staff within the meaning given to that term by the Land Information Authority Act 2006 section 3. |
| 21.  | Local government CEO or deputy CEO | The chief executive officer or deputy chief executive officer of a local government. |
| 22.  | Local government councillor | A member of the council of a local government within the meaning of the Local Government Act 1995. |
| 23.  | Loss adjuster | A member of the Australasian Institute of Chartered Loss Adjusters (ACN 074 804 167). |
25. Member of Parliament  A member of either House of Parliament of the State or of the Commonwealth.
28. Optometrist  A registered optometrist within the meaning of the Optometrists Act 1940.
30. Physiotherapist  A physiotherapist within the meaning of the Physiotherapists Act 1950.
31. Podiatrist  A podiatrist within the meaning of the Podiatrists Registration Act 1984.
32. Police officer  A police officer.
33. Post office manager  The person in charge of an office established by, or conducted by an agent of, Australia Post within the meaning of the Australian Postal Corporation Act 1989 of the Commonwealth.
34. Psychologist  A registered psychologist within the meaning of the Psychologists Registration Act 1978.
37. Public servant (State)  A person who is employed under the Public Sector Management Act 1994 Part 3.
40. Sheriff or deputy sheriff  The Sheriff of Western Australia and any deputy sheriff appointed by the Sheriff of Western Australia.
41. Surveyor  A licensed surveyor within the meaning of the Licensed Surveyors Act 1909.
42. Teacher  A person employed as a member of the teaching staff within the meaning of the School Education Act 1999 or as a teacher of a non-government school within the meaning of that Act.
43. Tribunal officer  A member, registrar or clerk, or the chief executive officer, of any tribunal of the State or the Commonwealth.
44. Veterinary surgeon  A registered veterinary surgeon within the meaning of the Veterinary Surgeons Act 1960.