

# A140 – 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 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.
- Collection of archived testamurs can be from VUHQ at Building M, Footscray Park 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 Building M, Footscray Park campus.
- Your proxy is required to provide photo identification to verify their identity when collecting your testamur.

If you are completing a hard copy of this form, please write in **BLOCK LETTERS** using a black or blue pen. All fields are mandatory.

## 1. PERSONAL DETAILS

Student ID	<input type="text"/>		
Title	<input type="text"/>	Family name	<input type="text"/>
Given names	<input type="text"/>		
Preferred name	<input type="text"/>	Date of birth	<input type="text"/>
Course title	<input type="text"/>	Course code	<input type="text"/>
Year and month of conferral of award	<input type="text"/>		
Official academic transcript required? (fees apply)	Yes	No	

[AC01 A – Request for Academic Transcript or Statement of Attainment](#)

## 2. 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.

<input type="text"/>	<input type="text"/>
<b>Signature</b>	<b>Date</b>

## 3. DETAILS OF PROXY

Proxy to fill out and sign the section below.

Family name	<input type="text"/>
Given name	<input type="text"/>

<input type="text"/>	<input type="text"/>
<b>Signature</b>	<b>Date</b>

**OFFICE USE ONLY**

Award number  Photo ID sighted? Yes No Archival fee charged? Yes 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 STATEMENT**

Victoria University (VU) values your privacy and is committed to handling your personal information in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable privacy legislation. The personal information collected on this form will be used primarily for the purposes of assessing and processing this application. VU may also use and disclose your personal information to verify the information provided by you, to comply with government and other reporting requirements and/or to carry out associated activities connected with this application. Your personal information may also be disclosed to Commonwealth and State agencies such as the departments of education and the Department of Home Affairs in accordance with VU's obligations under the Education Services for Overseas Students Act 2000 (Cth) (ESOS Act), the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code) and other applicable legislation. Your personal information will not otherwise be used or disclosed without your consent, unless permitted by law. By completing and submitting this application, you agree to VU collecting, using and disclosing your personal information as described above and in accordance with VU's Privacy Policy and Student Information Privacy Collection Statement (which provides further detail about the types of personal information VU may collect from you and how it is managed) available on the Privacy page on our website [vu.edu.au/privacy](http://vu.edu.au/privacy)

You have a right to access your personal information held by VU. If you have any questions regarding privacy, please refer to the [Privacy page](#) on our website, our frequently asked questions at [ASKVU](#) or phone us on 9919 6100 or 1300 VIC UNI (or 1300 842 864).

**PRIVACY INFORMATION:** We collect and protect your personal information in accordance with our Privacy Policy [vu.edu.au/privacy](http://vu.edu.au/privacy).

**CONTACT US**

If you have any questions, you can access **ASKVU** ([askvu.vu.edu.au](http://askvu.vu.edu.au)), speak to us via live chat or call us on **+61 3 9919 6100**.

Our **VUHQs** are located at the following campuses:

- ◆ City Campus
- ◆ Footscray Park
- ◆ Sunshine
- ◆ Footscray Nicholson
- ◆ St Albans
- ◆ Werribee