

REPLACEMENT PARCHMENT ORDER: PROCESSING INFORMATION

Please return your statutory declaration, certified copy of your passport identity page and your completed order form to graduation@lincoln.ac.nz

Your parchment is a legal document and the University may only issue one parchment at any time. To have the University re-issue a parchment you must complete the statutory declaration form and include a certified copy of your passport (page with photo, personal details and signature).

The witnessing of your signature and the verification of your identity is to protect you from anyone making a request for a parchment in your name for the purposes of identity theft. If you are ordering more than one replacement parchment please list them both on one statutory declaration form. The key purpose of the statutory declaration form is to confirm that your identity is verified.

Replacement parchments will be issued on the current parchment design and will be signed by the current Chancellor and/or Vice-Chancellor. Damaged parchments must be returned to the University when a replacement parchment is requested.

Cost:

The cost of ordering a replacement parchment is \$NZ 65.00 per parchment.

Processing time:

Please allow five working days on payment and receipt of your order. In times of peak University activity, such as prior to semester start and annual graduation please allow up to 10 working days to process.

Delivery:

Lincoln will send your parchment to you free of charge by standard NZ post delivery. Delivery times will depend on your destination.

OPTIONAL: you can pay for a tracked courier delivery (non-signature) if preferred, and the instructions on how to do this are provided on the payment and delivery form. Economy delivery is approximately 6 – 8 working days and a tracking reference is provided on delivery so you can monitor progress.

Making payment:

The payment must be made in NZ Dollars. Please ensure you enter your student ID in the reference field or we will be unable to identify your payment, and therefore unable to process your request. Please contact graduation@lincoln.ac.nz once the transfer has been made so we can check for payment.

Internet Banking

Account number: 123147-0016000-00

Note: If you are using this method of payment and are overseas, you will need to use this swift code number: ASB BNZ 2A

Cashier

You can make payment at the cashier in Student Administration on the Lincoln campus.



**LINCOLN
UNIVERSITY**
TE WHARE WĀNAKA O AORAKI

Student Administration
Lincoln University
PO Box 85084, Lincoln 7647
Christchurch, New Zealand

T (64) 3 423 0000
F (64) 3 325 3867
E graduation@lincoln.ac.nz
www.lincoln.ac.nz

REPLACEMENT PARCHMENT ORDER: STATUTORY DECLARATION

I.....

Address.....

Phone No..... Occupation.....

Degree.....

This declaration must be completed in front of a person authorised to take a statutory declaration.

I have included a certified copy of my passport (page with photo, personal details and signature).

I do solemnly and sincerely declare:

1. That I graduated from Lincoln University with a degree/diploma in _____;
2. That my degree/diploma was conferred on _____;
3. That my degree/diploma certificate has been lost / damaged / other, e.g. name change (delete as appropriate);
4. That if the certificate which has been lost or destroyed is replaced, I will, in the event of the original being found, return the replacement certificate to Lincoln University;
5. That I will indemnify Lincoln University for all matters associated with the issue of the second certificate;

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declaration Act 1957.

Signature.....

Declared at.....

On date.....

Witnessed by (**Justice of the Peace, Solicitor or Notary Public**)

Name.....

Email.....

Phone.....

Note 1: Replacement parchments will be the current version used and will be signed by the current Chancellor and/or Vice-Chancellor.

Note 2: Damaged parchments must be returned to the University when a replacement parchment is requested.



REPLACEMENT PARCHMENT ORDER: PAYMENT AND DELIVERY

Name														
Student ID number														
Payment for <i>Courier delivery is optional.</i> <i>Your replacement parchment will be sent standard post free of charge if you do not opt to pay extra for a courier.</i>	Replacement parchment (hard copy only)	\$NZ 65.00 each												
	<i>Optional Courier please select the relevant option if required:</i> <input type="checkbox"/> Domestic (within New Zealand) tracked courier (non signature) <input type="checkbox"/> International tracked courier – can't be a P.O.Box address, must have post code and contact telephone number included for delivery. If you'd like delivery by courier please request a quote by emailing graduation@lincoln.ac.nz so that the cost can be confirmed before you make payment	(Optional courier) \$NZ _____												
	Total cost of order:	\$NZ _____												
Delivery Address <i>Your address must be a street address with a telephone number for courier delivery.</i> <i>PO Box addresses can be used for standard NZ post domestic or international delivery.</i>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Street</td> <td></td> </tr> <tr> <td>Suburb</td> <td></td> </tr> <tr> <td>City</td> <td></td> </tr> <tr> <td>Country</td> <td></td> </tr> <tr> <td>Postcode</td> <td></td> </tr> <tr> <td>Contact Phone</td> <td></td> </tr> </table>		Street		Suburb		City		Country		Postcode		Contact Phone	
Street														
Suburb														
City														
Country														
Postcode														
Contact Phone														
Payment options	<input type="checkbox"/> Bank Transfer Account number: 123147-0016000-00 Note: if overseas please use swift code number: ASB BNZ 2A Please quote your student ID number as a reference and add your name in the reference field. <input type="checkbox"/> Lincoln University Student Administration Cashier - on the Lincoln campus Option to pay by credit card is not available at this time (unless paying at the cashier).													

