

OFFICE USE ONLY:

Date received: _____ Time received at counter: _____
 Fee: _____ Inv / Auth No: _____ Date to counter / posted: _____

Application for Replacement Examination Results and Certificates

Please use **BLOCK LETTERS**

Personal details: (Note: **CERTIFIED PROOF OF IDENTITY MUST BE SUPPLIED. REFER TO EXPLANATORY NOTES ON PAGE 2**)

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	Current Family Name:				
Given names:	Date of birth:		/	/	
Full name at time of study	(if different at time of examination a certified change of name document is required)				
Postal address:					
	Suburb:		State:		Postcode:
Phone:	(m):		(h):		(w):
Email:					

TICK CERTIFICATE AND SEARCH FEE REQUIRED

Certificate Required	Standard search fees (all 7-10 days)	Priority search fees
<input type="checkbox"/> Higher School Certificate 1991 onwards	<input type="checkbox"/> Standard \$38.50	<input type="checkbox"/> Priority \$54.50 (1 work day)
<input type="checkbox"/> Higher School Certificate 1967-1990	<input type="checkbox"/> Standard \$38.50	<input type="checkbox"/> Priority \$54.50 (2 work days)
<input type="checkbox"/> TES/TER only 1988-1996	<input type="checkbox"/> Standard \$21.50	<input type="checkbox"/> Priority \$36.50 (2 work days)
<input type="checkbox"/> Yr 11 Record of Achievement 1991 on	<input type="checkbox"/> Standard \$38.50	<input type="checkbox"/> Priority \$54.50 (1 work day)
<input type="checkbox"/> Yr 11 Record of Achievement 1988-90	<input type="checkbox"/> Standard \$38.50	<input type="checkbox"/> Priority \$54.50 (2 work days)
<input type="checkbox"/> School Certificate 1991 onwards	<input type="checkbox"/> Standard \$38.50	<input type="checkbox"/> Priority \$54.50 (1 work day)
<input type="checkbox"/> School Certificate 1965-1990	<input type="checkbox"/> Standard \$38.50	<input type="checkbox"/> Priority \$54.50 (2 work days)
<input type="checkbox"/> Leaving Certificate 1913-1966	<input type="checkbox"/> Standard \$38.50	<input type="checkbox"/> Priority \$54.50 (2 work days)
<input type="checkbox"/> Intermediate Certificate 1912-1966	<input type="checkbox"/> Standard \$38.50	<input type="checkbox"/> Priority \$54.50 (2 work days)

What year did you sit your examination/s: _____

What school/s did you attend: _____

Are you taking your results to the Department of Foreign Affairs and Trade or sending them to an overseas university: Yes No (see over)

Method of Delivery:

Collect at Board of Studies counter Ordinary Mail Express Post \$6.50 International Express Post \$20.50

Payment Details: Do not send cash by post. Personal cheques cannot be accepted. Money orders and bank cheques are to be made payable to 'Board of Studies'. (**\$AUD only**)

Cash / EFTPOS (Board of Studies counter only) Money order / Bank cheque attached Visa Mastercard

Credit card number: _____ / _____ / _____ / _____ Expiry date: ____ / ____

Cardholder's name: _____ Cardholder's signature: _____ Amount to be debited: _____

Declaration: I certify that I am the person named in the certificate requested. **I HAVE ENCLOSED A CERTIFIED COPY OF ONE OF THE FOLLOWING: my driver's licence, passport, proof of age card or birth certificate.** (If a person other than the applicant is lodging or collecting the certificate from the Board's office, they must provide a written letter of authority from the applicant to act on their behalf).

Signature of Applicant: _____ Date of this Application: _____

**PLEASE READ THE EXPLANATORY NOTES ON PAGE 2 BEFORE LODGING THIS APPLICATION.
 APPLICATIONS CANNOT BE ACCEPTED BY FAX OR EMAIL.**

Lodging the Application:

In Person: Board of Studies, Cashier, Level 5, 117 Clarence Street, Sydney. Office hours: 8.30 am to 4.30 pm Monday to Friday.

By Mail: Replacement Certificates Officer, Board of Studies, GPO Box 5300, SYDNEY 2001.

Inquiries: Telephone (02) 9367 8111 or email: replacement@bos.nsw.edu.au

Replacement Examination Results – Explanatory Notes

Personal details:

Proof of Identity must be included with your application. If lodging by mail, include a **CERTIFIED** copy of one of the following documents: current passport, current driver's licence, current proof of age card or birth certificate. A certified copy is a photocopy that has been compared with the original and endorsed as a true copy by a Justice of the Peace or a public officer such as a police officer. The Justice of the Peace must include their Justice of the Peace identification number and signature on the copy. A public officer must include their full name, position title and signature on the copy. For people living outside Australia, certification must be made by an Australian Embassy, a Notary, or an office of the British Council. If lodging the form in person a copy of your proof of identity will be taken at the counter.

Previous Family Name if different at time of examination. Where a certified copy of a passport, birth certificate, proof of age card or driver's licence is provided and the name is different from that at the time of the examination, a certified copy of a Marriage Certificate(s) or other legal document(s) showing the name change(s) must be provided.

Certificates Requested:

TES / TER. The Higher School Certificate included the Tertiary Entrance Score (TES) / Tertiary Entrance Rank (TER) from 1988 to 1996. If you do not need your HSC but need the TES / TER, tick that option only. For copies of your UAI / ATAR from 1997 onwards, you will need to contact the Universities Admissions Centre on (02) 9752 0200.

School Reports: The Board of Studies does not hold and cannot replace school reports, Year 9 records or statement of attendance.

Vocational Certificates / Statements of Attainment: Replacement certificates also include any vocational certificate and / or Statement of Attainment showing competencies completed, if the course was completed through the NSW school system. If the course was studied through TAFE or private provider, those organisations are responsible for reissue of vocational certificates.

Certifying Replacement Certificates for Department of Foreign Affairs and Trade authentication

For people who are applying for overseas universities or intending to travel overseas, documents may need to be certified as true copies to be authenticated by the Department of Foreign Affairs and Trade. Replacement certificates will be issued and certified on request. Please tick the "yes" box under the heading certifying replacement certificates.

Multiple Copies of Certificates:

Applicants applying for study at a university overseas often need a copy of their certificate for each university application. The Board can post certificates directly to those universities or a clearing house if requested. For information on completion of the application and charges for additional copies of certificates, please contact the Board of Studies on (02) 9367 8111 and ask to speak to the Replacement Certificates Officer.

A.C.T. Schools: If you attended a school in the Australian Capital Territory up to and including 1975 for School Certificate or 1977 for Higher School Certificate, the replacement is issued by the NSW Board of Studies. Replacement certificates after these years are issued by ACT Board of Senior Secondary Studies, with the exception of Canberra Grammar School.

Service Required:

For standard service allow 7-10 working days. For priority service, applications for results issued from 1991 onwards will be available after 1 working day (from 24 hours of receipt). For results issued prior to 1991 applications will be available after 2 working days (from 48 hours of receipt). **Note:** These are application processing times only. Mail delivery times are not included.

Method of Delivery:

Applicants who lodge an ordinary service application and intend to collect their certificates will be notified when they are ready for collection. Normal post delivery is included in the search fee charges. If you request return post by express post/international express, please add the relevant amount printed beside those options to your total payment for certificates requested. You may provide your own return express post envelope or a two way express post envelope. If you do provide your own, the dimension of the envelope must be B4 size (250 mm x 353 mm)

Payment Details:

Cash / EFTPOS can only be accepted in person at the Board of Studies office. Do not send cash by post. Personal cheques cannot be accepted. Money orders and bank cheques are to be made payable to 'Board of Studies'.

Lodging the Application:

Applications for replacement certificates can be made only by mail, or in person at the Board of Studies. Applications cannot be accepted by fax or email. **If a person other than the applicant is lodging or collecting the certificate from the Board's office, they must provide a written letter of authority from the applicant to act on their behalf.**