

Application for a Replacement Certificate

Guidance for applicants

The certificate, which the University issues as proof of the conferment of an award, is a unique and valuable document that should be carefully preserved by its recipient. Under no circumstances will the University issue additional copies or replacements to any applicant holding an original certificate. Replacements have precisely the same standing as the original that they replace, are produced in the format currently in use and may not be a facsimile copy of the original. The loss or destruction of a certificate is a serious matter and a duplicate will only be issued at the discretion of the University. The University reserves the right not to issue a replacement or to specify the reasons for its decision.

The applicant **MUST** complete all sections below and provide the University with:

- i) EITHER the damaged or defaced certificate
OR
A complete declaration setting out fully the circumstances in which the certificate was lost or destroyed (Declaration) and an understanding that, should a duplicate be issued, it will be returned to the University if the original is subsequently found.
- ii) Please visit Nottingham Trent University's online store at <http://onlinestore.ntu.ac.uk> to make payment. There is a fee of £50.00 to produce a replacement certificate. Postage charges are £7.00 for UK addresses (Royal Mail Special Delivery), and £20.00 for overseas addresses (DHL courier).

Your Details

Full Name:	
Name studied under:	
Date of Birth:	
Student ID number (if known):	
Title of Course:	
Year of award:	
Classification (if applicable):	
Name of validated centre (if relevant):	
Address to send your certificate to:	
Postcode:	
Email address:	
Telephone number:	

Applications for copies of degree certificates must be made by the student/former student themselves. Request for copies of degree certificates by a third party will not be actioned.

Please note requests for replacement certificates will not be processed until receipt of payment has been confirmed.

Declaration

Reason for loss/damage to Original

I hereby undertake that should my original certificate be found, I will return the duplicate to the University.

Signature		Date	
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Counter Signature by either a Member of Parliament, Justice of the Peace, Minister of Religion, a professionally qualified person (e.g. Doctor, Teacher, Lawyer), Bank or Police Officer known to you personally for more than one year but must not be a relative. Alternatively this may be witnessed by a Magistrate, Commissioner of Oaths or Solicitor who does not need to be personally known to you.

Full Name:	
Signature:	
Date:	
Profession:	
Business Name and Address:	

Payment

I have paid online at <http://onlinestore.ntu.ac.uk> and my payment reference is

NTUOREF_____

Please Return to

Kirsty McSeveney, Academic Services, Southampton Solent University East Park Terrace, Southampton SO14 0YN

For Nottingham Trent University Use Only

Fee Amount:		AO Income Code:	
Course Code:		Sequence No:	
Date Received:		Date Issued:	