

APPLICATION FOR A REPLACEMENT CERTIFICATE
- Original lost or damaged



Guidance for applicants

The certificate that 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 a replacement to any applicant in possession of the original. Replacements have precisely the same standing as the original they replace, but will be 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 replacement will only be issued at the discretion of the University. The University reserves the right not to issue a replacement or to specify reasons for its decision. The cost of a replacement certificate is £40.00 and it can take up to 4 weeks for a replacement certificate to be issued.

The applicant **MUST** provide the University with:

- The damaged or defaced certificate

AND/OR

A complete declaration setting out fully the circumstances in which the certificate was lost or destroyed (Section C) and an understanding that, should a duplicate be issued, it will be returned to the University if the original is subsequently found (Section B).

SECTION A TO BE COMPLETED BY ALL APPLICANTS

Full Name of applicant at time of study:

Current name (if different):

Student number (if known): Date of Birth:

Address to which the replacement should be sent:

..... Phone.....

Email:

Title of Course:

Year of Award: Classification:

Signature: Date:

SECTION B TO BE COMPLETED BY ALL APPLICANTS

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

Signature: Date:

SECTION C TO BE COMPLETED BY ALL APPLICANTS, SETTING OUT THE CIRCUMSTANCES FOR THE CERTIFICATE REQUEST.

I, (full name)

of (address)

do solemnly and sincerely declare that (explain nature of loss)

.....

.....

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:

.....

Return the completed application to:

Kirsty McSeveney, Graduation and Awards Officer, Academic Services,
Southampton Solent University, East Park Terrace, Southampton, SO14 0YN

The awards team will email you details of how to make payment online.

FOR SOUTHAMPTON SOLENT UNIVERSITY USE ONLY

Date received:

Authorised by:

Date sent:

New version number:

Recorded delivery number:
