



<u>For Office Use Only</u>	
Full name.....
Award Title
.....
Classification
Date of Conferment
Receipt No.	Date Posted
Issue of replacement authorised by Head of Governance Services – Yes/No (circle)	

REQUEST FOR REPLACEMENT AWARD CERTIFICATE

Sections 1, 2, and 3 must be completed by all applicants
Section 4A **or** 4B to be completed as appropriate

1 PERSONAL DETAILS

Surname: _____ Title (Mr/Mrs/Miss/Other): _____

If you were registered under a different surname during your period of study at the University, please enter the name below:

Previous Surname: _____

Forename(s) (in full): _____

Registration No (if known): _____ Date of Birth: _____

Contact Telephone Number or E-Mail Address in the event of any queries:

2 QUALIFICATION

Full Name on Certificate _____

Award Obtained: _____

Date of Award: _____ Campus: _____
(Month/Year)

3 FEE £50 Sterling

Please complete the appropriate section below:

(a) I enclose £_____ Sterling cheque/bank draft/postal order* made payable to the University of Ulster for a duplicate certificate. *Delete as appropriate. Do not send cash.

(b) I wish to pay £_____ by credit/debit card for a duplicate certificate. Please complete the following details or, if you do not wish to disclose this information on this form, please telephone the details to the appropriate Examinations Office.

Type of Card _____ Mastercard/Visa/Switch (*Delete as appropriate*)

Card Number _____

Expiry Date _____

Security Code _____ Issue Number _____

3 digits on back of card

Switch Cards only

SIGNED: _____ **DATE:** _____

4A SECTION A - Only to be completed for a duplicate award certificate to replace a certificate which has been damaged.

Please issue a duplicate certificate to replace the attached certificate* which was damaged in the following circumstances: (please give details below and use separate sheet if necessary)

Address _____

Postcode _____

* Please remember to enclose damaged certificate

OR

4B SECTION B - Only to be completed for a duplicate award certificate to replace a certificate which has been lost or destroyed.

DECLARATION:

I (full name) _____

of (address) _____

Postcode _____

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

and I make this declaration conscientiously believing the same to be true and by virtue of the provisions of the 'Statutory Declaration Act, 1835'. I undertake, that should a duplicate certificate be issued, to return it to the University if the original is subsequently found.

Signature of Applicant _____ Declared

at _____

on the _____ day of _____ 20_____

Before me _____

having satisfied myself as to the identity of the individual named.

Signature of Witness _____

(Magistrate, Commissioner of Oaths, Practising Solicitor, Officer of the Law, Elected Representative, Minister of a Recognised Religion or Medical Professional*)

Stamp or Official Seal

* Please delete as appropriate and affix or impress Official Seal or Stamp.

THIS FORM SHOULD BE RETURNED TO THE APPROPRIATE CAMPUS EXAMINATIONS OFFICE TOGETHER WITH THE APPROPRIATE FEE MADE PAYABLE TO THE UNIVERSITY OF ULSTER. EMAILED COPIES MUST BE LEGIBLE. **YOU SHOULD ALLOW THREE WEEKS OFFICE PROCESSING TIME FOR THIS APPLICATION.**

Coleraine students:

Examinations Office
Room H231
Ulster University
Cromore Road
Coleraine
Co Londonderry
BT52 1SA
Tel: 028-70124282
examsce@ulster.ac.uk

Belfast & Jordanstown students:

Examinations Office
Room 4F01
Ulster University
Shore Road
Newtownabbey
Co Antrim
BT37 0QB
Tel: 028-90366422
examsjn@ulster.ac.uk

Magee students:

Examinations Office
Room MD130
Ulster University
Northland Road
Londonderry
Co Londonderry
BT48 7JL
Tel: 028-71675258
RegistryMg@ulster.ac.uk

Notes for Replacement Award Certificates

Certificates are provided for students who successfully complete a course leading to an award of the University or of the Edexcel Foundation (BTEC). A certificate is a unique and valuable document and should be kept in a safe place. The loss or destruction of a certificate is a serious matter and a replacement will only be issued at the discretion of the Director of Corporate Planning and Governance. The University reserves the right not to issue a replacement certificate, particularly if the original is still in existence and is regarded as being in a reasonable condition.

Replacement certificates are available for awards of the University, the Edexcel Foundation (BTEC) and the former New University of Ulster. A Certificate of Verification is available for an award of the Council of National Academic Awards. Students of the Polytechnic who are unsure of their awarding body should contact the Examinations Office at Jordanstown for advice. The procedures for application are as follows:

University Award

Application for a replacement certificate can be made on a Request for a Replacement Certificate which can be obtained from the following web address:

<http://www.ulster.ac.uk/academicservices/student/certificate.pdf>.

Upon completion the form should be returned to the Examinations Office on the campus where you completed your course of study. Before dispatching your form to the appropriate campus office, please ensure that the information requested at section 4A (damaged certificate) is provided or the declaration at 4B (lost or destroyed certificate) is completed and that:

- were the original certificate has been damaged beyond reasonable use it is returned to the appropriate campus Examinations Office with the completed form;
- if the original certificate has been lost or destroyed the declaration at section 4B has been witnessed by a Magistrate, Commissioner of Oaths, Practising Solicitor, Officer of the Law, Elected Representative, Minister of Religion or Medical Professional.

There is a charge of £50 sterling for this service which can be paid for by credit/debit card or by sterling cheque/sterling bank draft/postal order, crossed and made payable to the University of Ulster. Payment may also be made by cash but cash should not be sent by post.

YOU SHOULD ALLOW THREE WEEKS OFFICE PROCESSING TIME FOR THIS APPLICATION.

Edexcel Foundation (BTEC) Award

It is not possible to obtain replacement certificates for BTEC awards achieved before 1984. The University will provide a letter of confirmation at no charge by completing the application form at <http://www.ulster.ac.uk/academicservices/student/transcript.pdf>.

Application for a letter of confirmation can also be made directly to Edexcel via the web at <http://www.edexcel.com/iwantto/Pages/replace.aspx> for the appropriate fee.

Application for a replacement certificate for an award of the Edexcel Foundation (BTEC) obtained from 1984/85 up to 1993/94 should be made directly to Edexcel at <http://www.edexcel.com/iwantto/Pages/replace.aspx>.

Under a Licence Agreement with Edexcel, the University assumed responsibility for the provision of certificates for awards conferred from 1994/95. To obtain a replacement certificate from that date, application can be made on the University's Request for a Replacement Certificate which can be obtained from the following web address:

<http://www.ulster.ac.uk/academicservices/student/certificate.pdf>. Before dispatching your form to the appropriate campus office, please ensure that the information requested at section 4A (damaged certificate) is provided or the declaration at 4B (lost or destroyed certificate) is completed and that:-

- were the original certificate has been damaged beyond reasonable use it is returned to the appropriate campus Examinations Office with the completed form;
- if the original certificate has been lost or destroyed the declaration at section 4B has been witnessed by a Magistrate, Commissioner of Oaths, Practising Solicitor, Officer of the Law, Elected Representative, Minister of a Recognised Religion or Medical Professional.

There is a charge of £50 for this service which can be paid by credit/debit card or by sterling cheque/sterling bank draft/postal order, crossed and made payable to the University of Ulster. Payment may be made by cash but cash should not be sent by post.

Council of National Academic Awards (CNAA)

CNAA is no longer in existence and its records are now held by The Open University (OU). It is no longer possible to obtain a replacement CNAA certificate from OU. They will provide a Letter of Verification or a Certificate of Verification. An Open University application form can be obtained from the Open University website <http://www8.open.ac.uk/about/validate/cnaa-aftercare-service>.