

Replacement Certificate Request Form

Please complete this form in capital letters.

Family name Title.....

First name(s)

Name as it appeared on original certificate

.....

Course completed

.....

Award (e.g. MA, BSc, PhD)

Date of graduation or award (month and year)

Current address (to which you would like the replacement certificate sent)

.....

.....

.....

Contact telephone number(s)

Contact email address

Reason for requesting a replacement certificate (please circle):

Original lost / Original damaged

(If damaged, please enclose the original certificate which we will destroy upon issuing a replacement.)

Signature Date

Please return the completed form to:

The Graduation Office, University of Reading, Whiteknights, PO Box 217

Reading, RG6 6AH or scan it and email it to graduation@reading.ac.uk

Payment should be made online at

<http://www.reading.ac.uk/Graduation/graduates/grad-documentation.aspx>

NB We are unable to accept forms sent by email as a signature is required to validate the request.

A replacement certificate will usually be issued within three weeks of receiving the request, although this may take slightly longer during busy periods of the year. The fee includes UK standard postage/ international recorded delivery, but not couriering.