

REPLACEMENT CERTIFICATE REQUEST

***Required fields**

Family name*: Title:

First name(s)*: Date of birth*:

Name as it appeared on the original certificate if different from above*:

Course completed*:

Award (e.g. CertHE, BSc, MA, PhD)*:

Classification (e.g. 2:1, merit):

Date of graduation or award (month and year)*:

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

.....

Postcode: Country (if not UK):

Contact telephone number(s):

Contact email address*:

Reason for requesting a replacement certificate*: Original Lost Original Damaged
 (N.B. If damaged, please enclose the original certificate.)

By ticking this box you agree to paying the fee of £40 (or multiples of for different qualifications) and that the information provided above is correct to the best of your knowledge*.

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: www.store.reading.ac.uk/browse/product.asp?compid=2&modid=1&catid=111

Please note: Your replacement certificate will invalidate your original certificate. Your original certificate will no longer be verified. 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.

For Graduation Office use only:

Date received: Date paid: Student no.:

Award: Classification:

Graduation date: Faculty: Awarding signatory:

Date posted: Postal method: