

REPLACEMENT CERTIFICATE REQUEST

Replacement certificate requests will not be processed until payment is received.

Please email a copy of the completed form to graduation@reading.ac.uk or post it to:

The Graduation Office
University of Reading
JJ Thomson Building, Room G29
Whiteknights Campus
Reading
RG6 6AF

Your replacement certificate will invalidate your original certificate. Your original certificate will no longer be verified. A replacement certificate will usually be issued within 15 working days of receiving your request form and payment.

*Required fields. If you are unable to complete all of the required fields we may ask for further details.

| PERSONAL DETAILS | | | |
|---|----------|-------|---------|
| Family Name* | | Title | |
| First Name(s)* | | | |
| Name as it appeared on the original certificate* <u>if different from above</u> | | | |
| Date of birth* | | | |
| AWARD DETAILS | | | |
| Full title of programme completed* | | | |
| Award level (e.g. CertHE, BSc, MA, PhD)* | | | |
| Classification (e.g. 2:1, merit)* | | | |
| Date of Graduation or award (month and year)* | | | |
| CONTACT DETAILS | | | |
| Current address* (to which you would like the replacement sent) | | | |
| | Postcode | | Country |
| Contact phone number* | | | |
| Contact email address* | | | |

REASON FOR REQUEST*

Original lost

Original damaged
N.B. If damaged, we may ask for evidence of this.

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*.

Payment should be made online at: <http://www.store.reading.ac.uk/browse/product.asp?compid=2&modid=1&catid=111>

SIGNATURE**DATE**

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GRADUATION OFFICE USE ONLY

| | | | |
|--------------------|--|----------------|--------------|
| Date received | | Date paid | |
| Student no | | | |
| Award | | | |
| Graduation date | | Classification | |
| Awarding signatory | | Paper: | UoR HBS |
| Date posted | | Postal method | |
| Notes | | | |