

UNIVERSITY OF LEICESTER

**REQUESTS FOR CONFIRMATION OF AWARD OF DEGREE
OR FOR A REPLACEMENT CERTIFICATE**

POSTGRADUATE RESEARCH STUDENTS

The certificate awarded to graduates upon the conferral of their degree is regarded as a unique document. Replacements are only issued where applicants can prove beyond reasonable doubt that the original is no longer in existence and the University therefore reserves the right not to issue a replacement where there is any doubt about the circumstances of the loss or the whereabouts of the original.

Graduates who are not in a position to provide documentary evidence of the loss of their certificate may apply for a letter confirming the award of their degree.

Applications should be made on the appropriate form and submitted to:

The Graduate Office
University of Leicester
University Road
Leicester, LE1 7RH

with appropriate payment by cheque or by banker's draft made payable to the University of Leicester. A credit card form is available on request.

Charges

Confirmation of award of degree	No charge*
Replacement degree certificate	£35.00 + £5.00 postage

* Where multiple copies of these documents are required, the Graduate Office reserves the right to apply a charge, which will not exceed £5 in total.

Postage Arrangements

Replacement degree certificates are sent by recorded delivery, for which a charge of £5 is made (see above). Letters are sent by first class post within the UK, or by recorded delivery to overseas destinations. No additional charge is made for this.

Any additional delivery costs must be met by the applicant.

Notes:

- (1) Degree certificates were first issued by the University in 1966. 'Replacement' certificates cannot therefore be issued for awards before that date.
- (2) The University only holds a limited stock of blank certificates for any particular year, and if these have been exhausted, the replacement will not be identical to the original.

Any queries about these arrangements should be communicated to the address above, by telephone (0116) 252 2293 or fax (0116) 223 1324 or by email to dem13@le.ac.uk

UNIVERSITY OF LEICESTER

**APPLICATION FOR CONFIRMATION OF AWARD OF DEGREE
POSTGRADUATE RESEARCH STUDENTS**

Please complete in block capitals

FULL NAME (when registered as a student):

CURRENT NAME (if different from above):

DATE OF BIRTH:

STUDENT NO:

CURRENT ADDRESS:

CONTACT TELEPHONE, FAX NO or EMAIL:

DEGREE: PhD/EdD/DCLinPsy/MD/MPhil/MRes/MEd/MSocSci

DATE OF AWARD (MONTH AND YEAR):

Please send me:

(a) confirmation of the award of my degree

(b) a replacement degree certificate

(see below)

Signed

Date

APPLICATION FOR REPLACEMENT DEGREE CERTIFICATE

Applicants for a replacement certificate must submit with this form details of the circumstances of the loss with supporting evidence (for example an insurance claim, a crime report or a statement from a third party confirming their responsibility for the loss).

This evidence will be considered by the University's Academic Registrar, and if it is deemed to be insufficient, the applicant will be required to supply a statutory declaration made before a notary public which confirms the loss.

If it is subsequently found that false information has been submitted in support of a request for the issue of a replacement certificate, the University may invoke the powers invested in it by its Charter of Incorporation in order to deprive the individual concerned of his/her degree.

For Internal Use

Student No Verified:

Award Details checked (SPR).....

To Produce Certificate

Faculty.....

Name obtained from STU (Official Name).....

Programme (SPR).....

Day of ceremony confirmed.....
(confirmed in past graduation ceremony booklets)

Replacement paper obtained.....
(check sample boxes)