

UNIVERSITY OF WEST LONDON

APPLICATION FOR THE ISSUE OF A DUPLICATE CERTIFICATE

Please note University policy states that duplicate certificates can only be provided in the name of registration at the time the award was made. For example if you have changed your name by deed poll, marriage or divorce the legal documents indicating this should be provided in conjunction with your award documentation. Please note duplicate certificates will be produced in the format currently in use and may not be a facsimile copy of the original. The loss or destruction of a certificate is a serious matter and issue of a duplicate is at the discretion of the University. The University reserves the right to refuse to issue a duplicate without specifying the reasons for its decision.

Please note there is a **fee** for the issue of EACH duplicate certificate requested. Please see fees for this service at <https://alumni.uwl.ac.uk/documentation> under Replacement Certificate.

To obtain a duplicate certificate you must complete all sections on this form, **hand sign** it and return it to us by e-mail to transcripts@uwl.ac.uk or by post to University of West London, Conferments and Awards, Villiers House (8th floor), Haven Green, Ealing, London, W5 2NU. We will contact you by e-mail or telephone for payment once your request has been processed.

Details of Applicant

Name _____

Date of Birth _____

Title and Class of award _____

Subject of Award _____

Date of Award _____ Enrolment No. (if known) _____

Address to which certificate should be sent:

Contact telephone: _____

Email address: _____

Signature _____

Date _____