

Application for a Replacement Certificate

(Where the original has not been received)

Guidance for applicants

The certificate that the University issues as proof of the conferment of an award is a unique and valuable document. Under no circumstances will the University issue additional copies or replacements to anyone holding an original certificate.

Applications for copies of degree certificates must be made by the student/former student themselves. Requests for copies of degree certificates by a third party will not be actioned. The university will only create a maximum of two replacement certificates.

Should you not have received your original degree certificate, the University will only provide a free of charge replacement if the application is made within 12 months of the date of dispatch. Where notification of non-receipt exceeds 12 months, current replacement certificate charges will apply. To view current rates and to purchase a replacement certificate, please visit our online store www.ntu.ac.uk/onlinestore and select 'Academic Registry' from the Product Catalogue and then select 'replacement degree certificate' from the options.

Replacement certificates will only be despatched via secure and trackable delivery methods. If your postal address is within the UK, documents will be despatched via Special Delivery. For overseas deliveries, documents will be despatched via courier service. To view current rates and to purchase these services please visit our online store www.ntu.ac.uk/onlinestore and select 'Academic Registry' from the Product Catalogue and then select 'special delivery' or 'courier service' from the options. Please note requests for replacement certificates will not be processed until receipt of payment for delivery service is received.

Your Details

Full Name:	
Name studied under:	
Date of Birth:	
Student ID number (if known):	
Title of Course:	
Year of award:	
Classification (if known):	
Name of centre studied at (if not NTU):	
Address to send your certificate to:	
Postcode:	
Email address:	
Telephone number:	

Declaration

I confirm that I have checked with the occupants of the address to which the original certificate was sent and with the Post Office and declare that I have not received the certificate.

I also undertake that should the original certificate be found, I will return the duplicate to the University.

Signature		Date	
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I have purchased a delivery option via www.ntu.ac.uk/onlinestore

- Yes
- No

If you answered no, please visit the below link to purchase a delivery option as stated above

www.ntu.ac.uk/onlinestore

Select 'Product Catalogue' from the left hand side
Select Academic Registry / Academic Registry Services
Add 'Courier' to your basket

You will be prompted to create an account and make payment online.

Completed forms should be returned to:

Examinations & Ceremonial Team (Duplicate Awards)
Academic Registry, Nottingham Trent University
Burton Street, Nottingham, NG1 4BU

Scanned/electronic copies of the form via email to:

NTU.graduations@ntu.ac.uk
