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|  | **Certificate & Transcript Replacement Request Form** |

**Please read before completing this form:**

* **This form is to request the replacement of a lost or damaged certificate and/or transcript of results.**
* **Requesting a new certificate or transcript makes the original copy invalid.**
* **Before requesting a replacement, please contact your centre to check that they do not have your original certificate.**
* **If you require a CERTIFIED COPY of your certificate/transcript to be sent to an institution, please complete the Certified Copy Request Form instead of/as well as this form.**

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| **Section 1a: Documents Required (please tick)** | | |
| **Certificate Replacement**  **£45.00** | **Transcript Replacement**  **£45.00** | **Certificate and Transcript**  **Replacement**  **£60.00** | |

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| **Section 1b: Reason for Replacement** | |
| **Original certificate lost/stolen/destroyed** |  |
| **Original certificate damaged** *(Please attach original certificate)* |  |
| **Original certificate/transcript incorrect** *(Please enclose original)* |  |
| **Legal change of name** *(Please enclose copy of deed poll/other legal proof)* |  |

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| **Section 2: Delivery Details** | | |
| **UK Courier Delivery**  **£8.00** | | **International Courier Delivery**  **£18.00** |
| **Postal Address (including postcode):**  Note: We DO NOT deliver to PO Boxes |  | |
| **Telephone No:**  Note: The courier requires this information |  | |

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| **Section 3: Personal Details** | |
| Full Name of Applicant: |  |
| Email Address of Applicant: |  |
| Date of Birth: |  |
| Passport Number: |  |
| NCUK Student ID Number: |  |
| NCUK Centre: |  |
| NCUK Course Name: (e.g. IFY) |  |
| NCUK Stream: (e.g. Engineering) |  |
| Year of Award of Original Certificate: |  |

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| Please tick to confirm that a copy of your passport has been attached: |  |

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| **Section 4: Payment Details** | | |
| **World Pay**  (Secure online payment using credit/debit card) | | 1. Once your completed form has been sent to [certificates@ncuk.ac.uk](mailto:certificates@ncuk.ac.uk), NCUK will email you to confirm receipt and the total amount required to be paid. 2. You will then receive a link from World Pay to complete your payment. 3. Your documents will then be produced and dispatched once the payment has cleared. |
| **Please note:** | If you encounter any difficulties using the World Pay link, please contact NCUK for details of alternative payment methods. | |

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| **Terms & Conditions *(please read carefully)*** | |
| * Documents will only be produced once full payment has been received. * A photocopy of your passport photo page is required for identity purposes. * Once a replacement has been produced, the original certificate will become invalid. * Document production and dispatch will take **5 – 10 working days** after receipt of payment. * All documents will be sent via a courier service (unless you have requested to collect them from the NCUK office). * NCUK are not responsible for loss or damage to documents whilst in transit. * NCUK do not have control over courier times and are not responsible for any delay with delivery.   I confirm that I have read, understood and agree to the terms and conditions. I also confirm that all details on this form are correct and that I accept responsibility for the information provided.  Signed: ………………………………………………… Date: …………………….…….  Please email the completed form, along with ***a photocopy of your passport photo page*** to: [certificates@ncuk.ac.uk](mailto:certificates@ncuk.ac.uk) | |
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| **OFFICIAL USE ONLY (NCUK Finance)** | | |
| Documents Complete & Fee Received: |  | Total Fee Received (£): |
| Proof Attached: |  | Method of payment: |