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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, 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.
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| **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 |
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| **OFFICIAL USE ONLY (NCUK Finance)** |
| Documents Complete & Fee Received:  |  [ ]  | Total Fee Received (£): |
| Proof Attached: |  [ ]  | Method of payment: |