

## **Application for the Issue of a Replacement Degree Certificate**

The Degree Certificate issued by Aston University as proof of the conferment of the award of a degree is a unique and valuable document which should be carefully stored by its recipient.

The destruction or loss of the certificate is a serious matter and a Replacement will only be issued at the discretion of the Director of Student and Academic Services.

To apply for the issue of a replacement certificate, complete all relevant sections below and return this form to the Student Records Team at the address below. Payment must also be made via Aston University's Online Store, which can be accessed through the link below:

<http://store.aston.ac.uk/product-catalogue/student-services/certificates-transcripts/certificates/replacement-degree-certificate>

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*Post to:*

**Registry (Student Records) MBG25,  
Aston University,  
Aston Triangle,  
Birmingham,  
B4 7ET (England, UK).**

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Replacement certificates, if issued, will be in the current format which may not be the exact format of the original. This will not affect the validity of the certificate.

Please allow for a minimum 14 day turnaround in the case of UK applications and for overseas applicants a minimum of 21 days. Forms should only be completed by the holder of the degree or diploma. If your certificate has been stolen please include the Police Crime Number if reported.

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## **For All Applicants**

Please complete in Block Capitals

### **SECTION A**

Your name: (in full and in the form it appeared on the original certificate)

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Degree Programme Studied -----

Year(s) of Study ----- Date-of-Birth -----

# Applicants Applying to Replace a Lost or Destroyed Certificate

## SECTION B - Declaration of Loss

enter full name | .....  
address

of .....

explain nature of loss do solemnly and sincerely declare that

.....  
.....  
.....

and I make this declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declaration Act (1835). I undertake that if a certificate or diploma is issued to me and I retrieve the original document, I will return the replacement immediately to Aston University.

Please sign this declaration in the presence of a Magistrate, Commissioner for oaths or Practising Solicitor\*

Applicant's signature ..... Date .....

Declared at ..... on the ---day of ..... 20---

before me .....

*delete as appropriate* (Magistrate, Commissioner for oaths or Practising Solicitor)\*

**affix or impress official  
seal or stamp here and  
give address and telephone  
number for verification\***

**[PLEASE NOTE THAT A DELAY WILL OCCUR IF THIS INFORMATION IS NOT SUPPLIED—THIS INCLUDES THE OFFICIAL SEAL/STAMP/CARD]**

\*Applicants residing overseas should normally complete this declaration through a British Embassy or Consulate, or other Crown representatives.

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# **Applicants Applying to Replace a Damaged Certificate**

## **SECTION C**

I enclose a damaged certificate for replacement by the University. (Please attach any supporting documents or a summary of any circumstances you want to be taken into consideration).

Signature of Applicant ----- Date -----

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## **SECTION D SUMMARY (All applicants must complete below)**

Have you :

1. Completed Section A, in particular the full name.
2. Completed and signed Section B in the presence of Magistrate, Commissioner for Oaths or Practising Solicitor or alternatively completed Section C if you are enclosing a damaged certificate..
3. Made payment via Aston University's Online Store, through the link:  
<http://store.aston.ac.uk/product-catalogue/student-services/certificates-transcripts/certificates/replacement-degree-certificate>
4. Enclosed supporting documents or damaged certificate.
5. Provided an address for us to contact you should there be any queries and for us to send any replacement certificate to. (If not on supporting documentation, please use the box below).
6. Provided a copy of your passport for identification purposes.

Remember to take care in posting any valuable documents; registered post is recommended as the University cannot accept responsibility for documents sent by post.

### **CONTACT DETAILS**

Name of applicant -----

Current address of Applicant -----

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E-mail address -----

Tel No -----

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**OFFICE USE ONLY**

Date Received ----- Date Checked -----

Checked By ----- Receipt Ref -----

Issue of Replacement Certificate authorised by:

Student Records Department ----- Date -----