

**GLASGOW CALEDONIAN UNIVERSITY**

**THE REGISTRY - GRADUATION & AWARDS UNIT**

**REPLACEMENT CERTIFICATE APPLICATION FORM**

**FOR CERTIFICATES AWARDED FROM 1993 ONWARDS**

1. The University will not issue a replacement certificate to any applicant holding an original. Replacement Certificates have precisely the same standing as the original which they replace and are produced in the format currently in use.
2. The University considers the loss, destruction or damage of a certificate to be a serious matter, and a replacement will only be issued at its discretion. The University reserves the right not to issue a replacement or to specify reasons for the decision.
3. To request a replacement certificate, the applicant must provide the University with:
  - a) The original certificate which is damaged or contains an error, where applicable (See Section B) OR a completed declaration setting out, in full, the circumstances in which the original certificate was lost or destroyed(see Section C), and an undertaking that, should a replacement be issued, it will be returned to the University if the original is subsequently found.
  - b) The payment of £60 by going to the Online Store at: <http://store.gcu.ac.uk/>
  - c) This application form **FULLY** completed.

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**SECTION A** (to be completed by all applicants in **BLOCK CAPITALS**)

**Full name of applicant (which appeared on the original certificate)**

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**Current Address(including Post Code required for Recorded Delivery)**

.....

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.....**Post Code** .....

**Matriculation/Student ID Number and/or Date of Birth** .....

**Title of Award** .....

**Level of Award (ie Unclassified, Honours include classification if applicable)**

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**Year of Award/Date of Graduation** .....

**SECTION B (to be completed by applicant in BLOCK CAPITALS if original certificate has been damaged or contains an error)**

**I hereby return my original certificate which is damaged/contains an error (please delete as appropriate)**

**The error is as follows .....**  
.....

**The amendment should read .....**  
.....

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**SECTION C (to be completed by applicant in BLOCK CAPITALS if original has been lost or destroyed, explaining reasons for and circumstances of loss or destruction.**

**I (full name) .....**

**Do solemnly and sincerely declare that:**

**I undertake to return the replacement certificate to Glasgow Caledonian University if the original is subsequently found.**

**SIGNATURE ..... Date .....**

**Please email completed form to: [graduation@gcu.ac.uk](mailto:graduation@gcu.ac.uk) and allow a minimum of 10 working days for your application to be processed.**

**Alternatively post to: Graduation & Awards Unit, Glasgow Caledonian University, 70 Cowcaddens Road, Glasgow G4 OBA**

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**FOR GCU use only**

**Date Application Received .....**

**Date Application Processed .....**

**Date Fee received .....**

**Date Replacement Posted .....**