**ORDER FORM for Replacement Certificates**

This form is for students who completed courses more than one year ago and did not receive their certificates. Please also use this form if you require a replacement due to loss, damage, etc. to the first issue certificate. The University can only replace certificates for students who completed their courses in 2007 or afterward.

Please complete **ALL** sections in **BLOCK CAPITALS**

|  |
| --- |
| **Personal information** |

Please complete the following details. Please note we require the full name you registered under while studying at the University.

|  |  |
| --- | --- |
| Last Name: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Forename(s): |  | Title: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of birth (dd/mm/yyyy): |  | / |  | / |  |

Address to which the document should be sent (including postcode or PO Box as applicable):

|  |
| --- |
|  |

Contact Details for any queries:

|  |  |  |  |
| --- | --- | --- | --- |
| Tel: |  | Email: |  |

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| **Programme information** |

**Course(s):** Please tick all courses that you wish a document produced for

|  |  |  |  |
| --- | --- | --- | --- |
|  | Bar Professional Training Course |  | Graduate Diploma in Law |
|  | (incl. Bar Vocational Course) |  | (incl. Postgraduate Diploma in Law) |
|  | Legal Practice Course (incl. Postgraduate Diploma in Legal Practice) |  | Business School degree / Master’s courses |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Bachelor of Laws (Post/Under-graduate) |  | Master of Laws / other Master’s course |

|  |  |
| --- | --- |
|  | Other (please state full name of the course) |
|  |  |

**Centre/campus of study:**

|  |  |
| --- | --- |
|  |  |

**Attendance:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Academic year(s) of course(s): |  | to |  | yyyy to yyyy |

|  |  |  |
| --- | --- | --- |
| Year(s) of award(s): |  |  |

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| **Documents Requested** |

You must enclose the original certificate with this order if your certificate was damaged. **If this is not possible, then please proof of name and address (e.g. a scanned utility bill or copy of driving licence).**

|  |  |  |
| --- | --- | --- |
| **Reason for request** | **Price** | **Please select** |
| First issue certificate(s) lost, damaged, etc. | £30.00 |  |
| **Please note:** only ONE replacement certificate can be issued per course. | | |

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| Please provide full details of the damage or, most importantly, the error on the original certificate |

Please attach additional sheets if necessary

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| **Payment Details** |

Your order will not be processed without receipt of your credit/debit card details or a cheque for the appropriate amount.

I would like to pay by:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Credit/debit card | Please charge £ |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Type of Card: |  | Visa Card |  | Mastercard |  | Switch/Maestro |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Card number: |  |  |  |  |  |  |  |

(Please enter four digits in each box)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Expiry Date: |  | / |  | mm / yy |

|  |  |  |
| --- | --- | --- |
| Postcode associated with card: |  |  |

|  |  |
| --- | --- |
| Cardholder (as shown on the card) |  |

You will also need to provide the 3 digit security number from the back of your card. You can either email [certification@law.ac.uk](mailto:former-records@law.ac.uk) with this code (**do not send it in the same email as the order form**), referring to this order, or call 01483 216 831 with the information.

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|  |  |  |  |
| --- | --- | --- | --- |
|  | Cheque | for £ |  |

Cheques should be made payable to “The University of Law Ltd” and posted to the address below.

I confirm that the details above are correct and, if paying by Credit/Debit card, I authorise the payment of the appropriate fee for the service requested.

Signature: Date:

Signature of Cardholder (if different):

**If you are a third party requesting this information on behalf of a former student you must enclose a signed letter of authority from the individual in question.**

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| --- |
| **Please complete the form and return it via either of the following (email is best):**  **Post:** Former Records Department **Email:** [certification@law.ac.uk](mailto:certification@law.ac.uk)  The University of Law  2 Bunhill Row  London  EC1Y 8HQ |