**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**

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| **Personal information** |

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

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| --- | --- |
| Last Name: |       |

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

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

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

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Contact Details for any queries:

|  |  |  |  |
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| 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:**

|  |  |
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|  |       |

**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:

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

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

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

 (Please enter four digits in each box)

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| --- | --- | --- | --- | --- |
|  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 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 The University of Law 2 Bunhill Row London EC1Y 8HQ   |