



UNIVERSITY OF  
LINCOLN

## **Application for the Issue of a Duplicate/Replacement Certificate**

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### **Guidance for Applicants**

The certificate which the University of Lincoln issues as proof of the conferment of an award is a unique and valuable document which should be carefully preserved by its recipient. Under no circumstances will the University provide additional copies or duplicates to any applicant holding an original certificate. Duplicates have precisely the same standing as the original which they replace, are produced in the format currently in use, in the name current at the date of the Board of Examiners and will not be a copy of the original.

The loss or destruction of a certificate is a serious matter and a duplicate will only be issued at the discretion of the University. The University reserves the right not to issue a duplicate nor to specify reasons for its decision.

Applicants must provide:

- (i) EITHER the damaged or defaced certificate, OR a completed declaration setting out fully the circumstances in which the certificate was lost or destroyed (SECTION C), and an undertaking that, should a duplicate be issued, it will be returned to the University of Lincoln if the original is subsequently found, (SECTION B).
- (ii) Payment via the online shop <http://store.lincoln.ac.uk>
- (iii) This form after completing SECTION A, and SECTION B and C overleaf if applicable

Return the FULLY completed form, proof of identity and remittance reference to:  
[assessments@lincoln.ac.uk](mailto:assessments@lincoln.ac.uk) or Student Administration, Brayford Pool, Lincoln, LN6 7TS, UK.

Any incomplete forms will not be processed and will be returned to you.

**Completed forms will be processed within 10 working days, this may take longer at busier periods.**

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

Name of applicant \_\_\_\_\_  
(While studying)

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_

Type of degree (e.g. FdSc, BA, MSc) \_\_\_\_\_

Title of Course \_\_\_\_\_

Institution attended (including country) \_\_\_\_\_

Year of Award \_\_\_\_\_ Enrolment Number (if known) \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

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**Section B** (to be completed by applicants if original certificate has been lost)

I hereby undertake that should my original certificate be found, I will return to the Student Administration Office, University of Lincoln the duplicate certificate, immediately or within 4 weeks or its discovery.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Section C** (Declaration to be completed by applicant if original certificate has been lost, explaining reasons for and circumstances of loss)

I, (full name) \_\_\_\_\_

Of (address) \_\_\_\_\_

In the County of \_\_\_\_\_ do solemnly and sincerely declare that

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Proof of identity:** Please provide a copy of your id with your application form.

Please note: If you have changed your name since you graduated, please provide copies of appropriate ID documents so we can see the name connection (e.g. marriage/divorce certificate, change of name deed etc.)

**Birth Certificate**

**Driving Licence**

**Passport (personal details page)**

**Marriage certificate/ change of name deed (if name different from time of study)**

**Proof of Payment**

**Online Payment Reference** \_\_\_\_\_ **Amount paid £** \_\_\_\_\_

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**For Student Administration Office Only:**

Received Fee \_\_\_\_\_ Date Received \_\_\_\_\_

Receipt Number \_\_\_\_\_ Authorised By \_\_\_\_\_

Date of dispatch of certificate \_\_\_\_\_