



Student Hub

Dear Sir/Madam,

Thank you for your enquiry regarding a replacement graduation certificate.

Enclosed is a form which you are required to complete and return to the University by scanning to studenthub@staffs.ac.uk, before we are able to produce a replacement certificate. Please note there is a fee of £50.00 for a replacement Certificate, please follow the link to our online payment: <https://shop.staffs.ac.uk/replcertsandtrans.html>

Staffordshire University is only able to produce replacement certificates for courses completed since 1993. For courses prior to this date (i.e. CNAAs awards), replacement certificates may be obtained from the Open University.

In the same manner that you would apply for a passport, please ensure that the declaration is counter-signed and stamped/dated by someone working in (or retired from) a recognised profession, or a person of good standing in the community. A list of accepted counter-signatory professions and positions is detailed overleaf.

Applicants resident overseas should normally complete the declaration through the British Embassy, Consulate or other representative of the Crown.

If you have any queries or require any further information, please do not hesitate to contact us.

Yours faithfully

Student Information Points Staffordshire University

Recognised professions & positions within communities able to countersign your replacement certificate application

- Accountant
- Airline pilot
- Articled clerk of a limited company
- Assurance agent of recognised company
- Bank/building society official • Barrister
- Chairman/director of limited company
- Chiropodist • Commissioner of oaths • Councillor, e.g. local or county
- Civil servant (permanent)
- Dentist
- Director/manager/personnel officer of a VAT-registered company
- Engineer - with professional qualifications
- Financial services intermediary, e.g. a stockbroker or insurance broker
- Fire service official
- Funeral director
- Insurance agent (full time) of a recognised company
- Journalist
- Justice of the Peace
- Legal secretary - fellow or associate member of the Institute of Legal Secretaries and PAs • Licensee of public house
- Local government officer
Manager/personnel officer of a limited company
- Member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- Minister of a recognised religion - including Christian Science
- Nurse - RGN or RMN
- Officer of the armed services
- Optician
- Paralegal - certified paralegal, qualified paralegal or associate member of the Institute of Paralegals
- Person with honours, e.g. an OBE or MBE
- Pharmacist
- Photographer - professional
- Police officer
- Post Office official
- President/secretary of a recognised organisation
- Salvation Army officer
- Social worker
- Solicitor
- Surveyor
- Teacher, lecturer
- Trade union officer
- Travel agent - qualified
- Valuer or auctioneer - fellows and associate members of the incorporated society
- Warrant Officers and Chief Petty Officers

SECTION A (COMPLETE IN BLOCK CAPITALS)

Please send us a copy of an identification document containing your photograph such as your passport or driving licence. This is for verification of your identity only and it will be securely destroyed by the University.

Full Name of Applicant
Applicant's Date of Birth.....
Telephone Number
Title of Course and Year of Award
.....

SECTION B (COMPLETE IN BLOCK CAPITALS)

To be completed in the presence of counter-signatory:

DECLARATION

Applicant's Full Name
Applicant's Address
.....
.....

I declare that (reason for duplicate certificate request):

I make this declaration conscientiously believing the same to be true and by virtue of the provisions of the 'Statutory Declaration Act, 1835'. I also hereby undertake that a duplicate certificate be issued to me and I will return the duplicate to the University if my original certificate is subsequently retrieved.

Signature of Applicant

On the (date)

Before me (counter-signatory):

Print name

Signature

Please affix or impress Official Seal or Stamp below (if appropriate):

For University use only: Processed by:

Duplicate Certificate issued: Fee Received: