Dear Staffordshire University Alumni,

Thank you for your enquiry regarding a replacement graduation certificate.

As part of your request, you need to share with us a countersigned and scanned/ photographed copy of the declaration on page three.

As you would need when applying for a new passport, the declaration must be counter-signed and stamped or dated by someone working in/ retired from a recognised profession, or a person of good standing in the community.

A list of accepted counter-signatory professions and positions is below.

If you have any queries or require any further information, please do not hesitate to contact us at Awards@staffs.ac.uk

Yours faithfully,

Assessment and Awards Team

|  |  |
| --- | --- |
| • 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  |

Assessment and Awards Team

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

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| --- | --- |
| • 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  |

|  |
| --- |
| **Declaration to be completed by the alumni requesting a certificate, in the presence of the counter-signatory** |
| Full name |  |
| Date of birth |  |
| Title of course and year of award |  |
| Address  |  |
| Telephone number |  |
| I declare that  | *Please provide here the reason for requesting a replacement certificate, please note that an additional certificate will usually only be produced if your original copy has been lost or destroyed:* |
| 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 alumni |  |
| On the  | *Date* |
| Before me | *Counter signatory’s name* |
| Counter signatory’s signature |  |
| Please affix or impress Official Seal or Stamp (if appropriate): |  |

For University use only: Processed by:

Duplicate Certificate issued: Fee Received: