

THE UNIVERSITY OF BOLTON

Application for the Issue of a Duplicate Award Certificate

GUIDE FOR APPLICANTS

1. The certificate, which the University issues as proof of the conferment of an award, is a unique and valuable document which should be carefully preserved by its recipient. Where a damaged or defaced certificate is returned to the University a replacement certificate can be issued. Each duplicate certificate issued will be endorsed “**Duplicate**” unless the damaged or defaced certificate is returned.
2. Duplicates, whilst of precisely the same standing as the original which they replace, are produced in the format currently in use and may not be a facsimile copy of the original.
3. 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.
4. Application for the issue of a duplicate certificate must be addressed to **Student Data Management** at the University. The Applicant **MUST** provide the following
 - i. this form after completing **SECTION A** overleaf
 - ii. the damaged or defaced original certificate, if available
 - iii. a cheque for £35.00 made payable to The University of Bolton for the search, verification and production of any certificate. For payment by Credit / Debit card, instructions will be sent via an email once the form has been received. This fee is non re-fundable
 - iv. if the duplicate certificate is to be despatched by courier (DHL) than the cost of this will be added to the fee.

REQUIREMENTS FOR THE ISSUE OF A UNIVERSITY OF BOLTON CERTIFICATE

In April 2004 we received notification from the Privy Council that if the Institute applied for University title it would be approved. We were required by law to consult with a range of organizations and to change our articles and instruments of government. While these legal steps were being taken we sought advice from the Privy Council and the Department for Education and Skills (DfES) about whether it would be acceptable to issue “university” certificates to students who graduated from examination boards after April 2004 but before the official establishment of the university. We were advised that it would not be acceptable to do so as the University was not in existence at the time the award was being made.

Acting on this advice the Academic Board and Board of Governors have resolved that University of Bolton awards will be issued only to students graduating from examinations boards held on or after 25 January 2005, the date on which Bolton Institute became The University of Bolton.

SECTION A (to be completed by ALL applicants in BLOCK CAPITALS)

Current Name _____

Forename(s) _____

Previous Surname (If applicable) _____

Date of Birth _____

Present Address _____

Title of Award _____

Classification _____

School/Division/Department _____

Month and Year of Award _____

Subject(s) _____

DHL Required Yes / No (please delete as appropriate)

This information is required by DHL

Contact number _____ Email _____

Signature _____ Date _____

PLEASE RETURN TO:

The University of Bolton, Tricia M Collier, Student Data Management - Assessment and Awards, Eagle House, Deane Road, Bolton BL3 5AB

OR BY EMAIL TO:

TMC1@BOLTON.AC.UK

ONCE YOUR DETAILS HAVE BEEN CONFIRMED YOU WILL RECEIVE AN EMAIL WITH INSTRUCTIONS ON HOW TO PAY

SECTION B

FOR OFFICIAL USE ONLY

FEE RECEIVED _____ DATE _____ AUTHORISED _____

POSTED / COLLECTED _____