



For office use:

Date Documentation
 Cert No. SITS

STUDENT SERVICES CENTRE

Application for a replacement degree certificate

Important information

- Please note that this form can only be used by students who graduated from LSE in 2008 onwards.
- Please read the guidance notes on the reverse before completing this form.
- All sections of this form must be completed before submitting to the Student Services Centre.
- MPhil/PhD students should return their completed forms to the Research Degrees Unit, Room V600. Please address any queries to Researchdegrees@lse.ac.uk

Section A - Personal details at the time of graduation

Surname First name(s)
 Student number (if known) Year of award
 Programme of study

Current postal address (this is the address that the replacement certificate, if issued, will be sent to)

Telephone number Email address

Section B - Reason for the application (see Part 1 of the notes)

Non-receipt Damaged Destroyed Stolen Lost

Supporting evidence attached:

Crime reference no.: Original certificate: Other:
(if stolen or destroyed) (if damaged/defaced) (please specify)

Section C - Declaration (see Part 2 of the notes)

The following statutory declaration must be completed for all applications for a replacement certificate except those where the original certificate was damaged or destroyed:

I (full name) _____ do solemnly and sincerely declare that I undertake to return the replacement certificate should the original be recovered, and I make this Declaration conscientiously believing the same to be true and by virtue of the provisions of the 'Statutory Declaration Act, 1835'.

Your signature: Date:
 Declared at: (location) Date:

THIS SECTION MUST BE COMPLETED PRIOR TO RETURNING TO THE SCHOOL:

Before me (Magistrate, commissioner for oaths, or practising solicitor*): **(see Part 3 of the notes)**

Full name: Official Stamp
 Signature:

Notes

- Prior to 2008, all degree certificate were produced by the University of London, and not LSE. If you graduated prior to 2008, please contact the University of London's Diploma Production Office on diploma.enquiries@london.ac.uk to request a replacement certificate.
- The certificate that is issued by the London School of Economics as proof of the conferment of an award of a degree is a unique and valuable document, and under no circumstances will the School issue additional copies or replacements to any applicant holding the original certificate.
- Only one replacement certificate will ever be issued to an applicant.
- The completed form and any required supporting evidence should be returned to: Registration and Assessment, Student Services Centre, LSE, Houghton Street, London WC2A 2AE. Replacement certificates will be despatched within 3 working days of receipt of the completed application.
- **Applications received without all of the required evidence and signatures will not be processed until applicants supply all missing criteria.**
- A fee of £10 may be charged for issuing a replacement certificate. Please use the following web link to pay this fee http://eshop.lse.ac.uk/browse/extra_info.asp?compid=1&modid=1&prodid=489 prior to submitting this completed form.
- Refunds are offered if the fee is waived, or if you decide to cancel your request for a replacement certificate.
- Any queries about this procedure should be sent to registry@lse.ac.uk
- **MPhil/PhD students should direct their queires to the Research Degrees Unit, Room V600. Researchdegrees@lse.ac.uk**

Part 1

The School, at its discretion, will only issue a replacement certificate in the following circumstances:

- i. Non-receipt of the original.** A replacement will be issued on receipt of a written statement by the applicant attached to this form declaring that the original certificate was never received. **Applicants must allow eight weeks from the time of despatch of the original certificate before applying for a replacement.** Please consult www.lse.ac.uk/studentsservicescentre/ for details of when the certificates were posted.
- ii. Damage or defacement.** A replacement will be issued on receipt of the damaged or defaced certificate together with a written statement by the applicant attached to this form outlining the circumstances of the damage or defacement.
- iii. Loss by Destruction.** If a fire, flood or other such occurrence destroys a certificate; a replacement will be issued on receipt of a written statement by the applicant attached to this form outlining the circumstances, and any supporting evidence such as a police, fire or insurance report confirming the destruction.
- iv. Loss by Theft.** If a certificate is stolen, a replacement will be issued on receipt of a written statement by the applicant attached to this form outlining the circumstances, and any supporting evidence such as a police report or crime reference number confirming the theft.
- v. Accidental Loss or Misplacement.** The School will not normally grant a request to replace a certificate that has been lost or misplaced, or that the applicant does not have ready access to. Any special requests relating to loss of the certificate under circumstances not covered above should be made according to the instructions for iii. above

The School reserves the right not to issue a replacement certificate.

Part 2

The declaration in Section C must be witnessed and signed by a Magistrate, commissioner for oaths or practising solicitor. For those applicants who reside overseas, the declaration can also be witnessed and signed by the British Embassy, Consulate or other representative of the Crown.

Part 3

As a Magistrate, commissioner for oaths, practising solicitor, or other representative of the Crown you should request to see photographic ID of the applicant prior to signing this form.