



OPEN UNIVERSITY VALIDATION SERVICES

APPLICATION FOR THE ISSUE OF A DUPLICATE CERTIFICATE FOR AN OPEN UNIVERSITY VALIDATED AWARD

Guidance for applicants who hold Open University Validated Awards

Please note these guidelines do not apply to holders of CNAAs awards.

The certificate which the University issues as proof of the conferment of a Validated Award is a unique and valuable document which should be carefully preserved by its recipient. Under no circumstances will the University issue additional copies or duplicates to any applicant who is holding an original certificate. A duplicate certificate will not be issued where a previous duplicate certificate has already been issued. Duplicates have precisely the same standing as the original which they replace, but are produced in the format currently in use and may not be a facsimile 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 or to specify reasons for its decision.

Application for the issue of a duplicate certificate must be directed through the institution at which the applicant studied, and the institution will apply to the University on the applicant's behalf. The applicant must provide the petitioning institution with:

- i) a completed statement 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 Open University Validation Services (OUVS) if the original is subsequently found, SECTION B.
- ii) a cheque or postal order for £40 (incl VAT) made payable to "The Open University". **Please note that the University does not accept credit card payments. This fee is the administrative charge for processing the application and is not refundable if an applicant is not eligible for the issue of a duplicate certificate.**
- iii) this form after completing Sections A, B and C below.

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

Surname----- First name(s)-----

Title of course----- Classification-----

Institution at which student studied-----

Year of award----- Award list/certificate no if known-----

Signature-----Date-----

Please complete Sections B and C

SECTION B

I hereby undertake that should my original certificate be recovered, I will **immediately** return the duplicate to OUVS.

Signature-----Date -----

SECTION C (Declaration to be completed by applicant explaining reasons for and circumstances of loss)

I (full name) -----

of (address) -----

do solemnly and sincerely declare that I have not made a previous application for the issue of a duplicate certificate of this award, and that this application arises because:

Signature -----

Date -----

(FOR OUVS USE ONLY)

Amount of fee-----Date received----- Authorised by-----
Record of award: Verified Not found Date of issue

Please return to: Validated Awards, Open University Validation Services, Wilson Building Block B, Walton Hall,
Milton Keynes, MK7 6AA
Tel: 01908 632840 Fax: 01908 632841