

Form UP12

Please return to:

Parchments Administrator
Collaborative Programmes Office
Academic Registry
University of Portsmouth
University House
Winston Churchill Avenue
Portsmouth
PO1 2UP



APPLICATION FOR THE ISSUE OF A DUPLICATE AWARD PARCHMENT

A duplicate / replacement award parchment costs £35.00 sterling.
Any additional parchments ordered at the same time will be charged at £10.00 each.

Please use one form per Named Award.

I request a duplicate certificate and additional copies.

Signature..... Date.....

DETAILS OF AWARD:

Full Name (on original award).....

Title of Course.....

Date of Award.....

Classification.....

Date of Birth.....

YOUR DETAILS:

Full Name.....

Full Postal Address.....

.....

.....Post Code.....

Telephone No.....

PAYMENT DETAILS:

Please return this form with a **cheque made payable to "University of Portsmouth"** for:

Duplicate certificate	£35	£	<input type="text"/>
Additional Copies	£10 each	£	<input type="text"/>
Contribution to Student Hardship Fund	Voluntary	£	<input type="text"/>
Total Payable		£	<input type="text"/>

Thank you for providing this information. We will action your request as quickly as possible.