

APPLICATION FOR THE ISSUE OF A LETTER OF VERIFICATION

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**Guidance for Applicants:**

1. This is a letter verifying the details of your award, showing the award, subject, classification (where applicable) and examination board date.
2. A hard copy can be posted for £12, and/or an electronic copy can be emailed free of charge
3. Applicants requesting a Letter of verification **MUST** provide:
4. This application form fully completed and signed. Please ensure that your signature is handwritten; we are unable to accept electronic signatures.
5. A copy of photo ID. Valid forms of ID include a photocopied or scanned copy of e.g. driving licence, passport, or another official photo ID including signature. Please do not send original documents.
6. If your name has changed since you were awarded, please also attach proof of name change, i.e. a copy of a marriage certificate, deed poll.
7. Payment can be made via the online shop at <https://onlinestore.leedsbeckett.ac.uk/product-catalogue/university-services/customer-payments/replacement-award-certificate>

**To be completed by ALL applicants in BLOCK CAPITALS**

**Full Name of Applicant**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_\_ \_

**Student ID if Known:**\_\_\_\_\_\_\_\_\_\_\_ \_\_  \_\_\_\_\_     **Year of Award:**\_\_\_\_ \_\_ \_\_\_\_

**Award and Title of Course**: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**Contact Telephone No**: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

**Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**To be completed by ALL applicants in BLOCK CAPITALS**

**I (CURRENT FULL NAME**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_ \_\_\_\_\_\_\_

**FULL NAME** at time of award (if different to above)

**Electronic copy only?  Tick □**

**Receipt number from online store:**

**Applicant’s Signature**:

**Date**: \_\_\_\_\_\_ \_

**Please post to this address:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please forward your receipt email from the online store with this form attached, along with a scanned copy of photo ID, e.g. passport or driver’s licence to [registrationandawards@leedsbeckett.ac.uk](mailto:registrationandawards@leedsbeckett.ac.uk)