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## APPLICATION FOR THE ISSUE OF A REPLACEMENT DIPLOMA SUPPLEMENT

**Guidance for Applicants:**

1. The Diploma Supplement issued by Leeds Beckett University is a unique and valuable document. Replacement Diploma Supplements have precisely the same standing as the original, are produced in the format currently in use and may not be an exact copy of the original.
2. Diploma Supplements are only issued to award holders who received an award since 2005.
3. The University can only issue documents in the name in which you were awarded.
4. A replacement will only be issued at the discretion of the University, which reserves the right to refuse an application without specifying a reason for its decision.
5. Applicants requesting a replacement Diploma Supplement **MUST** provide:
6. This application form fully completed and signed. Please ensure that your signature is handwritten; we are unable to accept electronic signatures.
7. 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.
8. 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.
9. **Payment of £30 must be made via the online shop at** <https://onlinestore.leedsbeckett.ac.uk/product-catalogue/university-services/customer-payments/diploma-supplement>

## APPLICATION FOR THE ISSUE OF A REPLACEMENT DIPLOMA SUPPLEMENT

**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:**  \_\_\_\_\_\_\_

**I (CURRENT FULL NAME**)

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

confirm that (please state reason for requesting a replacement Diploma Supplement):

**Receipt number from online store**:

**Applicant’s Signature, by hand**:

**Date**:

**Please post to this address:**

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

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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)