



**THE UNIVERSITY OF THE WEST INDIES**  
TRINIDAD AND TOBAGO WEST INDIES  
**OPEN CAMPUS**  
**EXAMINATION UNIT**

**REQUEST FOR REPLACEMENT CERTIFICATE**

**INFORMATION**

1. Cost per replacement TT\$1000.00
2. Links/Visa/Mastercard and Cheques are accepted. Cheques must be payable to UWI Open Campus.
3. UWI Open Campus, Examination Unit, Trinidad and Tobago issues Replacement Certificates ONLY for Face to Face Programmes offered in Trinidad and Tobago
4. Please allow thirty (30) days for processing.
5. Note: You are responsible for the accuracy of the information on this form. Please print clearly.
6. Declaration of Lost Statement on the reverse side must be completed by the applicant.

NAME: \_\_\_\_\_  
(SURNAME) (FIRST NAME) (MIDDLE NAME) (MR/MS/MRS)

STUDENT'S I.D. NUMBER: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_ (C) \_\_\_\_\_ (W) \_\_\_\_\_ (H)

EMAIL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PERIOD OF STUDY: \_\_\_\_\_

SITE: \_\_\_\_\_

I HEREBY REQUEST A REPLACEMENT CERTIFICATE FOR \_\_\_\_\_

I AUTHORIZE \_\_\_\_\_ TO REQUEST AND COLLECT MY REPLACEMENT CERTIFICATE. (This person's ID will be checked on collection.)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

DATE PAID:	DATE DISPATCHED:
RECEIPT #:	DISPATCHED BY:
AMOUNT PAID:	
RECEIVED BY:	

## **DECLARATION OF LOSS**

ENTER FULL NAME: I \_\_\_\_\_  
OF \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXPLAIN NATURE OF LOSS:

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

*and I hereby solemnly and sincerely declare, to the best of my knowledge and belief, that the above-mentioned is true. I undertake that if a certificate or diploma is issued to me and I retrieve the original document, I will return the duplicate to the Examination Unit, UWI Open Campus, and Gordon Street, St Augustine.*

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DECLARED AT: \_\_\_\_\_

DATE: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

## Replacement of certificates

Graduates can apply for a replacement certificate only if the original has been lost or damaged. An awarded certificate is a legal document and it is not possible for a student to be in possession of more than one. Therefore a declaration of loss must be completed. Please note that a replacement fee of TT\$1000.00 is payable. The graduate is required to complete and submit the replacement form by hand.

If the original certificate is subsequently recovered, the UWI must be advised and the replacement certificate returned.

If the original has been damaged, the certificate must be returned with your application. A replacement certificate will not be issued until the damaged certificate is returned.

## Transcript

If graduates do not wish to pay a charge for a replacement certificate, a Transcript may be requested at a cost of TTD \$40.00 (Local) or TTD \$50.00 (Foreign).

Requests should be made in writing to:

**Examination Officer  
Examinations Unit  
UWI Open Campus  
Gordon Street  
St. Augustine  
Trinidad, West Indies**