

**APPLICATION FOR THE ISSUE OF A DUPLICATE CERTIFICATE FOR AN
Open University Validated Award**

This form is for applicants who hold Open University validated awards (NOT CNAAs awards or awards gained following study directly with The Open University)

Duplicate certificates have precisely the same standing as the originals which they replace, but are produced in the format currently in use and may not be a facsimile copy of the original.
The University reserves the right not to issue a duplicate or to specify reasons for its decision.

The applicant must provide:

- i) a completed statement setting out fully the reasons for the issue of a duplicate certificate in SECTION B.
- ii) a cheque or postal order for £60 (incl VAT) made payable to "The Open University". **Please note that the University does not accept credit card payments for Postal Applications.** 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.

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

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

DOB -----

Title of course -----

Institution Attended -----

Year of award----- Award List/Certificate no -----

Postal Address-----

----- Postcode -----

Email Address ----- Phone Number -----

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

SECTION B (Declaration to be completed by applicant explaining reasons for application)

Please return to: Open University Validation Partnerships, Wilson Building Block B, 1st Floor, Walton Hall, Milton Keynes, MK7 6AA. Tel: 01908 332840 ouvp-aftercare@open.ac.uk