

# DOCUMENT ORDER FORM

Surname *1	
Forename(s) *	
Date of Birth *	
College *	
Date of degree ceremony (if applicable)	
Degree Programme(s)* (eg – BA in History, MSc in Financial Economics)	
Year(s) study commenced on above programme(s) *	
Year(s) study completed on above programme(s) *	
Contact details in case of query*	Telephone/Mobile No.: Email: *
Postal address(es) to which document(s) should be sent*	Please advise us accordingly if you have any additional postal instructions.
Signature*	I hereby certify that I am the above named person.

<sup>1</sup>If you have changed your name since you completed your programme of study and have not informed the University, please enter your name as it was when you completed the above programme

For Office Use Only	Degree Certificate	Confirmation Letters	Transcripts
Documents ordered			
Documents processed			



## DOCUMENT ORDER FORM

## APPLICATION FOR DEGREE CERTIFICATE

(Free of Charge)

For students who have not received a certificate following their degree ceremony (only applicable for those attending a degree ceremony prior to February 2010)

I wish to receive a degree certificate in respect of the following programme(s) of study\*

.....

#### APPLICATION FOR A REPLACEMENT DEGREE CERTIFICATE (Cost £30.00)

For students whose original certificate has been lost, stolen or damaged

I wish to receive a replacement certificate in respect of the following programme(s) of study\*

.....

I hereby declare that my original degree certificate has either been lost, stolen or irretrievably damaged/defaced. I undertake to return to Oxford University my replacement certificate should my original certificate be subsequently located.

Signature\*

Printed Name\*:

Date\*

## APPLICATION FOR TRANSCRIPTS (£10 per copy)

Available in respect of programmes of study commencing Michaelmas term 2007 onwards

Number of transcripts required at £10 per document: .....

Programme of study \* .....

Total price\* £..... Individual envelopes required for multiple orders? Y/N

### APPLICATION FOR DEGREE CONFIRMATION LETTERS (Free of Charge)

Number of letters required\* .....

Programme of study \* .....

If you have not had your degree conferred, would you like us to include an additional statement explaining that you do not have a degree certificate yet, but it will be issued once your degree has been conferred at a ceremony?\* Yes/No

\* Mandatory information



## DOCUMENT ORDER FORM

#### PAYMENT:

Please note that we can no longer take payment by credit/debit card. If you wish to pay by card, please place an order via the University online shop (<u>http://www.ox.ac.uk/students/graduation/certificates</u>).

If you wish to make a payment by cheque or postal order (£ sterling only), please make the cheque/postal order payable to the University of Oxford.

Please return completed form to: Degree Conferrals Office Examination Schools 75-81 High Street Oxford OX1 4BG