

THE UNIVERSITY OF THE WEST INDIES

CAVE HILL CAMPUS, P. O. BOX 64, BRIDGETOWN, BB11000, BARBADOS OFFICE OF GRADUATE STUDIES AND RESEARCH

Telephone: (246) 417-4909/4910 Fax: (246) 421-2109 Email: gradstudies@cavehill.uwi.edu

REQUEST FOR REPLACEMENT OF LOST/DAMAGED CERTIFICATE

IMPORTANT

- 1. The current cost for a Replacement Certificate is **BDS\$375**.
- 2. Payment may be made by cash or cheque to the Bursar's cashier at the Cave Hill Campus, or by Bank Draft, or International Money Order, made payable to the University of the West Indies and forwarded to the Campus Bursar.
- 3. Proof of payment must be provided when submitting this form to the Office of Graduate Studies and Research.
- 4. If you request your certificate to be mailed, the policy of the University of the West Indies is that certificates will only be mailed via *Courier Delivery* and you are responsible for the cost of the Courier service. Please be advised that Courier Delivery requires a detailed address, i.e. street address, since courier delivery is not made to a Post Office Box.
- 5. Please print all required information *CLEARLY* on this form.

I completed the University of the West Indies, Cave Hill Campus under the name:		
Mrs/Ms/Mr.:(Surname)	(First Name)	(Middle Initials)
Student ID No:	Faculty:	
Copy of Original Certificate Attached:	Yes	No
TYPE OF POSTGRADUATE REPLACEMENT:		
Degree	Postgraduate Diploma	
Title:	Period of St	tudy:
TO OBTAIN PLEASE SELECT ITEM 1, 2, OR 3 BELOW:		
I will collect the replacement certificate myself.		
2. I authorize to collect my replacement certificate (This person must present adequate identification.)		
3. Please courier to address below:		
Contact Numbers: (W)	(H)	(C)
Email Address:		
SIGNATURE:		DATE:
COLLECTED BY/MAILED:		DATE: