



THE UNIVERSITY OF THE WEST INDIES
GLOBAL CAMPUS

OFFICE OF THE CAMPUS REGISTRAR
ASSESSMENT, AWARDS AND RECORDS

P.O. Box 1341, Bridgetown, BB11000, Barbados, W.I.
Telephone: (246)417-4501/4880 or PBX: (246)417-4000 Fax: (246)438-9154; Email: exams@open.uwi.edu

REQUEST FOR REPLACEMENT OF LOST/DAMAGED CERTIFICATE
IMPORTANT

1. The current cost for a Replacement Certificate is **BDS\$350**.
2. Payment can may be made by cash or cheque to your local Global Campus Site, or by Bank Draft, or International Money Order or Wire Transfer made payable to the University of the West Indies, Open Campus.
3. Proof of payment must be provided when submitting this form to the Assessment, Awards and Records Department.
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 detail 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, Global Campus (formerly Open 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 UNDERGRADUATE REPLACEMENT

Bachelor Associate Diploma Certificate

Programme Title: _____

Period of Study: _____

TO OBTAIN PLEASE SELECT ITEM 1, 2, OR 3 BELOW:

1. I will collect the replacement certificate myself.

2. I authorize _____ to collect my replacement certificate.
(This person must present Government-issued photo identification.)

3. Please courier to address below:

Contact Numbers: (Work) _____ (Home) _____ (Cell) _____

Email Address: _____

Signature: _____ Date _____

Collected By/Mailed _____ Date _____
(Please Print Name)