



THE UNIVERSITY OF THE WEST INDIES
ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES
**OFFICE OF THE CAMPUS REGISTRAR
STUDENT AFFAIRS (EXAMINATIONS)**

TELEPHONE: (1-868) 662-2002 ext. 3877/3008 FAX: (1-868) 645-8649 E-mail: exams@sta.uwi.edu web site: <http://www.sta.uwi.edu>

REQUEST FOR REPLACEMENT CERTIFICATE

INFORMATION

1. Cost per replacement **US\$175.00**
2. Cash, Cheques or International Money orders are accepted. Cheques/International Money Order must be payable to UWI (*Cash payable to the cashier on the Ground Floor, of the Student Administration Building*)
3. UWI St. Augustine Campus, issues Replacement Certificates ***ONLY*** for St. Augustine Graduate.
4. Please allow **seven (7)** working days for processing.
5. Note: You are responsible for the accuracy of the information on this form. Please print clearly.
6. Declaration of Loss Statement on the reverse side must be completed by the applicant.

NAME: _____

(SURNAME)

(FIRST NAME)

(MIDDLE INITIALS) (MR/MS/MRS)

STUDENT'S I.D. NUMBER: _____

CONTACT No.: _____ (C) _____ (W) _____ (H)

E-MAIL ADDRESS: _____

Mailing Address: _____

Faculty: _____ Period of Study: _____

I hereby request a replacement certificate for _____
(*State Programme Title*)

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: _____

RECEIPT #: _____

AMT PAID: _____

RECEIVED BY: _____

DATE DISPATCHED: _____

DISPATCHED 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 mention 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 Examinations Section, University of the West Indies, St. Augustine Campus.

Applicant's Signature: _____ Date: _____

Declared at: _____

Date: _____

RECEIVED BY: _____