



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 £40.00)

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
(£12 per copy)

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

Number of transcripts required:
Programme of study *
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



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Delivery Charges

UK: First Class mail, free of Charge

Europe: Tracked and signed courier, £15

Rest of World: Tracked and signed courier, £20

PAYMENT:

Type	Number of documents	Cost per document	Total cost
Initial Degree Certificate		FREE OF CHARGE	
Replacement degree certificate		£40	
Academic Transcript		£12	
Degree confirmation letter		FREE OF CHARGE	
Postage (free to UK, £15 for Europe, £20 rest of world)			
Total cost of order enclosed			

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 (<http://www.oxforduniversitystores.co.uk/product-catalogue/degree-conferrals>).

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