



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



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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 (<http://www.ox.ac.uk/students/graduation/certificates>).

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