



THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS, P. O. BOX 64, BRIDGETOWN, BB11000, BARBADOS
STUDENT AFFAIRS – EXAMINATIONS SECTION

Telephone: (246) 417-4133/34 PBX: (246) 417-4000 Fax: (246) 424-7392 Email: exams@cavehill.uwi.edu

REQUEST FOR REPLACEMENT OF LOSS/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 Examinations Section.
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, ie. 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 UNDERGRADUATE REPLACEMENT:

Bachelor Diploma Certificate

Programme Title: _____ Period of Study: _____

TO OBTAIN:

I will collect the replacement certificate when completed

I authorize _____ to collect my replacement certificate.
(This person must present adequate Identification.)

Please courier to below address:

Contact Numbers: **(W)** _____ **(H)** _____ **(C)** _____

Email Address: _____

SIGNATURE: _____ DATE: _____

COLLECTED BY/MAILED: _____ **DATE:** _____