



APPLICATION FOR REPLACEMENT DIPLOMA OR DEGREE

The replacement will bear the information as at the time of the original award. The information on this form must be consistent with our records **at the time that the applicant was enrolled** here.

NOTE that certificates are issued only three times each year. Applications must be submitted at least three months prior, i.e. by October 1 for December issue (with the graduating batch), January 1 for March issue and May 1 for July issue. There is **NO EXPRESS** service. In urgent situations, a status letter may be obtained.

NAME: _____
First Middle Last

I.D. NO.: _____ **TELEPHONE:** _____
Cell Home / Other

PROGRAMME LEVEL: Diploma Bachelor's Master's Doctoral Other:

PROGRAMME NAME: _____

MAJOR: _____ **MINOR:** _____

YEAR OF ENTRY INTO THE MICO: _____ **DATE OF ORIGINAL CERTIFICATE ISSUE:** _____

COURSES WITH RESIT/REDO/REPEAT (continue overleaf if necessary):

ACAD. YEAR	MONTH	COURSE TITLE

FOR DEPARTMENT USE ONLY

AMOUNT PAID: _____ **RECEIPT NO.:** _____ **DATE:** _____

NAME: _____ **I.D. NO.:** _____

ORIGINAL DATE OF ISSUE: _____

CERTIFICATE COLLECTED BY: _____
Name Signature Date