

IMPERIAL COLLEGE LONDON

Regulations for the Replacement of Lost or Damaged Diplomas

Replacement Diplomas are issued only by special permission from the Senior Assistant Registrar (Records) under the conditions outlined below:

1. Non-receipt

If a diploma has not been received, the Senior Assistant Registrar (Records) will consider a request for the issue of a replacement diploma providing the request is accompanied by:

- i. a written statement or statutory declaration that the diploma has not been received;
- ii. an undertaking, signed by the student, that any replacement diploma which may be issued will be surrendered immediately to the College in the event of the original diploma being recovered.

2. Damage or Defacement

The damaged or defaced diploma must be returned to the Senior Assistant Registrar (Records) together with a statement by the holder concerning the circumstances of the damage or defacement.

3. Loss by Destruction

If a diploma is destroyed by a fire, flood or other occurrence, the Senior Assistant Registrar (Records) will require satisfactory evidence of such destruction. Any request must be accompanied by:

- i. a written statement or statutory declaration signed by the holder;
- ii. a confirmatory statement from the police, fire or other appropriate authority as to the occurrence causing the destruction

4. Loss by Theft

In the case of loss by theft, the Senior Assistant Registrar (Records) will require satisfactory evidence of such loss. Any request must be accompanied by:

- i. a written statement or statutory declaration signed by the holder;
- ii. a confirmatory statement from the police or other appropriate authority as to the occurrence of the theft;
- iii. a signed undertaking from the holder that any replacement diploma which may be issued will be surrendered immediately to the College in the event of the original diploma being recovered.

5. Accidental Loss or Misplacement

The College will not normally entertain a request relating to a diploma, which has been lost or misplaced other than all other described under 3 and 4 above. Any special request relating to loss under unusual circumstances which can be confirmed by an appropriate authority should be made as indicated as in 4 above.

Any request for the issue of a replacement diploma should be addressed to certificates@imperial.ac.uk or to: Certificates, Registry, Level 3 Sherfield Building, Imperial College London, South Kensington Campus, London, SW7 2AZ.