

Guidance on the issue of official documentation and replacement documentation

1. All registered students of Imperial College London are entitled to documentation which confirms they are registered as students of the College ('Statement of Registration').
2. All students who are awarded a degree, exit- or intermediate award from the College, will be issued a hard copy certificate ('Diploma'); a hard copy transcript of their module results ('Transcript'); and a hard copy diploma supplement. These documents will only be issued provided a student does not have an outstanding tuition fee debt with the College. Students are also able to request official documentation confirming their previous studies with the College ('Confirmation of Award').
3. Diplomas are issued in the full legal name as registered by the College at the point of award conferral. No change can be made to a student's name after this point unless the name change is related to a gender reassignment, in which case the student must provide the College with legal proof of name change prior to the re-issue of the degree award documentation.
4. Students who completed registered modules which were not part of a degree award (including, but not limited to, a short course or summer school) will be issued with a digital copy Transcript.
5. Imperial College London will endeavour to provide all alumni who have been awarded a degree, exit- or intermediate award, with official documentation confirming their previous studies with the College ('Confirmation of Award'). This includes alumni who have studied at institutions which have since merged with Imperial College London.
6. Alumni of Imperial College London who have graduated after 2007, when the College ceased to be a member of the University of London, are able to request Confirmation of Award and additional copies of their Transcript to be issued to them by the College.
7. Alumni of Imperial College London who have graduated prior to 2007 are normally able to request a Confirmation of Award. The archival documentation available at the College may limit the College's ability to issue these alumni with other documentation such as Transcripts.
8. The College uses HEDD (Higher Education Degree Datacheck) to allow employers and other third parties to verify degrees issued by Imperial College London.
9. Replacement Diplomas can be issued if required. Alumni are expected to provide a rationale as to why a replacement document is required. Replacement Diplomas will be clearly marked as duplicate documents. Once a replacement Diploma is issued, the original document can no longer be verified. Please note that Imperial College can only issue replacement Diplomas for Imperial College degrees. Alumni who have been awarded a University of London diploma must contact the relevant awarding body to inquire about replacement Diplomas.

Appendix

Type	Details	Who to contact
<i>Diploma</i>		
Replacement diploma (hard copy)	For degrees issued by the University of London (typically prior to 2007)	University of London Diploma Production Office
Replacement diploma (hard copy)	For degrees issued by Imperial College London (typically from 2007 onwards)	Imperial College London Assessment Records Team
Replacement diploma (digital)	For degrees issued by Imperial College London from 2020 onwards	Imperial College London Student Records Team
<i>Transcript</i>		
Additional transcript (digital or hard copy)	For degrees issued by the University of London (typically prior to 2007)*	Imperial College London Student Records Team <i>*May only be possible to produce a confirmation of award</i>
Additional transcript (digital or hard copy)	For degrees issued by Imperial College London (typically from 2007 onwards)	Imperial College London Student Records Team