



UNIVERSITY of LIMERICK

O L L S C O I L L U I M N I G H

## Replacement Graduate Parchment Request

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Graduate Name:

(as on original parchment)

Address:

(as used at original parchment conferring time)

Date of Birth:

Country of Birth:

I.D. No: \_\_\_\_\_ Course Attended: \_\_\_\_\_

Title of Award:

(i.e. qualification awarded per original parchment)

Graduation Year :

Current Address:

\_\_\_\_\_  
(where approval for release of a replacement parchment is granted, the parchment will be sent to the graduate's current address).

### Office use only:

Date Received: \_\_\_\_\_ Date Sent: \_\_\_\_\_

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Graduates whose original graduate parchment has been irretrievably lost or destroyed may request a replacement parchment. The procedure for requesting a replacement is as follows:

Complete and sign this form and submit it to the Student Academic Administration Office, University of Limerick accompanied by;

- a) a sworn affidavit drawn up, signed and sealed by a Commissioner for Oaths or other competent person to administer the affidavit. The affidavit should attest to the fact that -
  - the person seeking the affidavit wants the University of Limerick to supply him or her with a replacement graduate parchment;
  - the person seeking the affidavit is in fact the graduate who was awarded the original graduate parchment (confirmation of the graduate's name, as per birth certificate, and date of birth is a minimum requirement);
  - the original graduate parchment concerned has been irretrievably lost or destroyed (a description of how this happened is required);
  - furthermore, the affidavit shall include an undertaking to indemnify the University of Limerick in respect of any loss which may occur as a result of the loss of the original parchment or the issue of a replacement parchment.
- b) where an affidavit is executed outside of the Republic of Ireland or the United Kingdom same must be authenticated by a Notary Public.
- c) a cheque/ Postal Order made payable to University of Limerick in the amount of €60.

Please allow one month for processing of any request for a replacement parchment. Approval of any request for a replacement parchment is a matter for the Student Academic Administration Officer, who must be satisfied that the request is a valid one made by the graduate in question.