



NATIONAL OPEN UNIVERSITY OF NIGERIA

University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Way, Jabi, Abuja

(OFFICE OF THE REGISTRAR - ACADEMIC)

REQUEST FORM FOR REISSUANCE/CORRECTION OF CERTIFICATE

Passport size
photograph

INSTRUCTIONS

1. This form must be filled in BLOCK LETTERS only.
2. All completed application forms shall be returned to the Registrar, National Open University of Nigeria, Plot 91, University Village, Cadastral Zone, Nnamdi Azikiwe Way, Jabi, Abuja.
3. A copy of an acceptable form of identification (data-page of international passport, driver's license, voters card or national identity card) clearly showing the applicant's name, address and date of birth must be attached to the application. The original of the Identity Card must be presented for sighting at the point of collecting the certificate.
4. A non-refundable administrative fee of ten thousand Naira (N10,000.00) through Remita into the University account is charged for each application. (Evidence of payment should be attached to the completed application form).
5. A recent passport size photograph should be attached in the space provided.
6. The original certificate issued (where applicable) must be returned with the request form.
7. Applicants have a maximum of seven (7) days from the day of submission to cancel the application. Reasons for cancellation should be clearly stated. In the event of cancellation, candidates would be refunded only 50% (N5,000.00) of the amount paid if the request is received within the given period. Any cancellation received after the stipulated time will not be honoured and no refund will be made.

A. BIO-DATA AND ACADEMIC DETAILS

NAME IN FULL (SURNAME FIRST):

.....

SEX: DATE OF BIRTH:

CURRENT ADDRESS:

.....

E-MAIL ADDRESS:

TELEPHONE NUMBER:

PROGRAMME OF STUDY:

MATRICULATION NUMBER: YEAR OF GRADUATION:

B. REASON (S) FOR THE REQUEST *(Please tick the appropriate box(es))*

- i. Wrong Surname
- ii. Wrong first name
- iii. Wrong last name
- iv. Wrong programme
- v. Wrong class of degree
- vi. Wrong year of award
- vii. Premature award of degree
- viii. Loss of Certificate to:
 - Theft/Robbery/kidnapping
 - Fire incident/Accident/Disaster
 - Misplacement
- ix. Alteration(s) on certificate
- x. Damaged certificate

C. CORRECTIONS DESIRED

- i. Correct Surname to be printed:
- ii. Correct First Name to be Printed:
- iii. Correct Last Name to be Printed:
- iv. Correct programme to be Printed:
- v. Correct Class of Degree to be Printed:
- vi. Correct Year of Award of degree to be Printed:

D. ENCLOSURES *(Please tick as appropriate)*

- a. Proof of payment attached
- b. Original Certificate issued attached
- c. Police report (where applicable)
- d. Sworn affidavit before a Commissioner of Oaths at a high court
- e. Copy of identity card
- f. Any other relevant document (Please specify):
.....

E. DECLARATION

I hereby certify that the details provided above for correction(s) is/are to the best of my knowledge true and correct.

.....
Name Matriculation Number Signature/date

FOR OFFICIAL USE ONLY

Verification of attached document and claims completed:

Eligible/not eligible:

If not eligible, state reasons:

.....
Certificate Reissued: Yes () No () Date Reissued:.....

Declaration:

I have checked all the details and affirm that the above-mentioned information in respect of correction/reissue requested by student is true and correct.

Name of Officer: Signature/Date:

Designation: