**DEGREEPLUS CERTIFICATES**

When you successfully complete both your degree and DegreePlus, you are eligible to receive a DegreePlus certificate at graduation. Once you have been awarded DegreePlus, your achievement is recorded on your QSIS record to ultimately link with your Graduation Registration Wizard record. The latter enables you to choose to attend a graduation ceremony to receive your DegreePlus certificate at the ceremony or in absentia (posted to your home address).

**How To Order a Replacement DegreePlus Certificate**

**Online:**

1. Email degreeplus@qub.ac.uk, providing the personal details specified below, to order and arrange fee payment.
2. Payments must be made in advance. Payments may be made by cheque, or Bankers Draft, made out to Queen’s University Belfast or by a Queen’s Smartcard payment if you are a current postgraduate student at the University (please note that cash payments cannot be accepted).

**By Post:**

Requests can be made in writing, and should be accompanied by a cheque (made payable to Queen’s University Belfast) to cover certificate placement fee and any additional charges, in instances where this applies (see below).

**Replacement Degree Plus Certificate Fee:**

**£5 per replacement Certificate + fees for postage and packaging where requested**

**Further Notes:**

The University will not release official documentation if the request is incorrect or payment has not been made.

DegreePlus Certificates can only be sent by post to the address you specify in your order. Requests for electronic copies cannot be accommodated. We will do our best to contact you if a problem arises with your request.

Requests for replacement DegreePlus Certificates are normally processed within ten working days, however at certain peak times of the year, this may increase. You can find out if your order has been processed and when it was posted by emailing degreeplus@qub.ac.uk .

**DISCLAIMER**

If you wish the DegreePlus Team to send you any personal information electronically, please be aware that such information may be subject to identify theft by a third party. This information will be sent to you at your own risk.

**Please enclose the following details:**

Full Name (previous name if applicable)

Queen’s Student Number (if possible)
Date of Birth
Your Degree Qualification(s)

Your DegreePlus Activity
Graduation Date(s) awarded by QUB
Institution/Address/Contact for postage of the DegreePlus Certificate

**Our Address**

Degree Plus

Careers Employability & Skills

Queen’s University Belfast

University Road
Belfast
BT7 1NN

Tel: 02890 97 2727
Email: degreeplus@qub.ac.uk