

# Application for duplicate NUI documentation



Ollscoil na hÉireann  
National University of Ireland  
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Dublin 2, Ireland

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English/Latin duplicate documentation are charged at €50 each.

Extra authenticated photocopies are charged at €10 each.  
(Only available when requesting original qualification in English or Latin.)

Please complete all sections.  
Please write in block capitals.

Provide names exactly as on birth certificate, or as at college registration if different.

Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Other form(s) of surname \_\_\_\_\_

I identify my Gender as \_\_\_\_\_

Date of birth 

D	D	M	M	Y	Y	Y	Y
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Postal address \_\_\_\_\_

Phone/Mobile 

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Email \_\_\_\_\_

## Duplicate documents(s) required

Degree/Diploma Title, for example BA

Result, for example 1H or 2.1

Institution, for example UCD or NUIM

Only available when requesting original qualification in English or Latin.

First qualification title	Year conferred	Result	Institution								
_____	<table border="1" style="display: inline-table;"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	Y	Y	Y	Y	<table border="1" style="display: inline-table;"><tr><td></td><td></td><td></td><td></td></tr></table>					_____
Y	Y	Y	Y								
Version required	<input type="checkbox"/> English A4 (€50)	<input type="checkbox"/> Latin A3 (€50)	<input type="checkbox"/> Both (€100)								
Extra authenticated photocopy	English <table border="1" style="display: inline-table;"><tr><td></td><td></td></tr></table>			Latin <table border="1" style="display: inline-table;"><tr><td></td><td></td></tr></table>			Number required (€10 each)				

Second qualification title	Year conferred	Result	Institution								
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Y	Y	Y	Y								
Version required	<input type="checkbox"/> English A4 (€50)	<input type="checkbox"/> Latin A3 (€50)	<input type="checkbox"/> Both (€100)								
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I consent to data on this form being used to update my university record.  Yes  No

I declare that the information set out in this application is correct.  
I consent to NUI processing my personal data for this specific application and updating my permanent university record accordingly as part of the NUI Graduate Register.

**Unsigned forms may cause a delay in processing**

Applicant's signature \_\_\_\_\_

Date of signature 

D	D	M	M	Y	Y	Y	Y
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Method of Payment *Please do not staple cheques to this form*

Cash  Card  Cheque/Other

Payment amount € 

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---Payment information will be destroyed after the payment has been processed.---

## Data Protection

NUI processes all personal data transparently and lawfully.  
Please refer to NUI's general Data Protection Policy, available at [www.nui.ie](http://www.nui.ie)

NUI is statutorily obliged to maintain a Graduate Register. This also forms the basis of the NUI constituency register for Seanad Éireann. More details are available at [www.nui.ie](http://www.nui.ie)

Cash is acceptable where payment is made in person only; otherwise by crossed cheque, bank draft, money order, postal order, international money order – payable to National University of Ireland.

### For office use only

Application type \_\_\_\_\_

Date received 

D	D	M	M	Y	Y	Y	Y
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Date of issue 

D	D	M	M	Y	Y	Y	Y
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CAO Number \_\_\_\_\_

Payment processed by \_\_\_\_\_

## Credit/Debit card details

Surname \_\_\_\_\_

First name(s) \_\_\_\_\_

Card type  MasterCard  Visa  Debit

Card number 

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Expiry date 

M	M	Y	Y
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Cardholder's signature \_\_\_\_\_ Date 

D	D	M	M	Y	Y
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