

**MARY IMMACULATE COLLEGE**  
**STUDENT ACADEMIC ADMINISTRATION**

## REPLACEMENT OF GRADUATE PARCHMENT

You are asked to take note of the regulations governing the operation of a Replacement Graduate Parchment Request as outlined overleaf.

Graduate Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
*(as on original parchment)*

Address: \_\_\_\_\_  
*(as used at original parchment conferring time)*

Date of Birth: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_

Programme: \_\_\_\_\_ Graduation Year: \_\_\_\_\_  
*(Title)*

Title of Award: \_\_\_\_\_  
*(i.e. qualification awarded per original parchment)*

Current Address: \_\_\_\_\_

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_ DATE SENT: \_\_\_\_\_

## **REPLACEMENT GRADUATE PARCHMENT REQUEST**

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, Mary Immaculate College, South Circular Road, 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 Mary Immaculate College, Limerick to supply him/her with a replacement graduate parchment.
  - The person seeking 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 Mary Immaculate College, 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 Mary immaculate College, Limerick to 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.

**Student Academic Administration Office  
Mary Immaculate College  
Limerick**