

Alumni – certification process

FAQs



Dear Alumni,

Congratulations on the completion of your course!

We hope you have enjoyed your time as a student with Anglia Ruskin University London and wish you every success in whatever direction your career takes you in the future.

Please be aware that we are an associated college of Anglia Ruskin University and we do not print certificates on our London Campuses. Graduation certificates will be sent by ARU main campus to our Charterhouse (Farringdon) Campus and you will be contacted by us as soon as your documents arrive.

Please see below our frequently asked questions regarding the certification process.

1. How long will it take for my certificate to be generated?

As the certificates are printed at the main campus in Chelmsford, typically this may take approximately between 3 – 4 months after the completion of your final module.

2. 'I want to apply for further studies /graduate scheme, but my certificate is not ready, what can I do?'

If you need to provide a certificate or transcript for a formal purpose (e.g. to send to an employer as part of an application for a job or to another University as part of an application for further studies) you can e-mail awards@aru.ac.uk to request an electronic transcript to be sent either directly to you or to a third party by e-mail.

You can also access an electronic transcript through your e-Vision account (<https://e-vision.anglia.ac.uk>)

To generate an Interim Transcript for modules, showing marks/grades and credits awarded

[Click here](#) 

3. Can you send my certificate to my postal address?

Yes, we'll be able to send your certificate once we have received it. We will need to send you the postal information upon your request, which may incur a small fee.

After sending the postal information via email, students will be prompted to respond back with confirmation of payment and postal address.

4. 'I received my certificate, but my name has been misspelt, how can I fix this?'

If your name has been misspelt please return the original copy to the iCentre.

You will then have to get contact with the **Conferment Team** regarding this, see their contact information below.

5. 'I have changed my name but my certificate does not reflect this'

It is very important to inform the iCentre as soon as possible to make the following amendments. You will need to bring the original documentation of name change to the iCentre so we can view this in person as well as update your information on the system.

Please note that whatever name is stated on your passport or national ID will be stated on your certificate. Certificate name changes can only be made for misspelling or legally changed names.

6. 'I have lost my certificate; what should I do?'

If you have unfortunately lost your certificate, you will be able to purchase a duplicate copy via the ARU shop website <https://store.anglia.ac.uk/>

[Home](#) > [Product Catalogue](#) > [Replacement Certificates and Transcripts](#) > [Certificates and Transcripts](#)

7. Is there any information regarding Graduation?

Correspondence about graduation ceremonies will be sent via your student email, please make sure you check your emails regularly after completing your studies.

You can also check the website for the latest information regarding your graduation:

<https://aru.ac.uk/graduation-and-alumni/your-graduation-ceremony>

<u>Graduation Ceremony Team</u>	<u>Conferment Team</u>
<p>If you have any further questions regarding graduation, please contact;</p> <p><u>graduation@aru.ac.uk</u></p> <p>You can also call them on</p> <p>+44 (0)1245683168</p>	<p>If you have any further questions regarding replacement transcripts/certificates, please contact;</p> <p><u>awards@aru.ac.uk</u></p>

<u>iCentre Team</u>
<p>If you have any further questions, please contact;</p> <p><u>icentre@london.aru.ac.uk</u></p> <p>Telephone - +44 (0)207 400 6789</p> <p>Press option 1 for the iCentre</p>

Once again, many congratulations on your success and please accept our best wishes for the future.