**Reissuance of a Certificate**

This is a request is for reissuing a certificate:-

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | Training Course Name |
| From / / to / / | | | Course Duration (Dates) |
| Please highlight | External Partner | CTC | Training Course Organized by |
|  | | | Name of the Organizing Partner |
|  | | | Trainee Name (as in the certificate) |

Reason for the reissuing the certificate:-

|  |  |
| --- | --- |
| 1. **CTC Related Issues:** | |
| Typo | 1 |
| Damaged while printing | 2 |
| Damaged while handling (Original damaged certificate must be provided) | 3 |

|  |
| --- |
| 1. **Lost certificate within the premise of the CTC** |
| (A report must be prepared by the CTC employee and no originals required) |

|  |
| --- |
| 1. **Certificate required by a client (partner or end client): JOD5 must be paid** |
| 1- A new certificate instead of damaged one |
| 2- Certificates with a different language |

Name and Signature of the Applicant:

Date:

Please send the filled form to this email address: [ctc@gju.edu.jo](mailto:ctc@gju.edu.jo)