

COPY OF DIPLOMA REQUEST

- The purpose of this form is to request a copy of your degree that has either been lost or damaged.
- **The Personal Information Protection Act requires all requests for diplomas to be signed by the student.** For this reason, telephone, e-mail requests and third party requests cannot be accommodated.
- A reprint of a degree is subject to a \$50 fee. Processing may take 4-6 weeks for printing and delivery.
- RUSH requests can be accommodated with printing and delivery in 48-72 hours subject to an \$80 fee.

Please complete the following information: (*Required)

*Full Legal Name: _____

*Name that will appear (if different than full legal name): _____

*ID number : _____ *Degree : _____

*Address: Pick up Mail to the below address

Street: _____

City and Prov/State: _____

Postal Code/Zip: _____ Phone: () _____

Email: _____

*Reason for Request: Lost
 Damaged: degree must be enclosed

*Payment Info (circle one): Regular \$50 RUSH \$80

Master Card Visa

Credit Card Number: _____ Exp. Date: _____

*Signature: _____

For office use only:

Degree Granted: _____

Date degree conferred: _____

Date diploma printed: _____ Initials: _____

Date diploma sent: _____ Initials: _____