

DIPLOMA REPRINT REQUEST

- The purpose of this form is to request a reprint of your diploma. NOTE: Reprints will be printed using current TWU degree template and signatures.
- 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. Students may fax, scan-to-email, mail or deliver request to the Office of the Registrar
- A reprint of a degree is subject to a \$100 fee. Additional copies are \$20 each. Processing may take 4-6 weeks for printing and delivery.

FULL LEGAL NAME		TWU ID NUMBER
EMAIL: _____		DATE OF BIRTH: (MM/DD/YYYY) _____
DATES ATTENDED TWU: _____ to _____ <small>(first semester) (last semester)</small>		DEGREE/MAJOR: _____
PLEASE COMPLETE THE FOLLOWING:		
REASON FOR REQUEST: Lost Damaged (degree must be returned) Name Change (degree must be returned) Other: _____		

DELIVERY INSTRUCTIONS – PLEASE SELECT AN OPTION BELOW	
Additional Copies (\$20 each): _____ (# of copies)	
Pick Up (no additional cost) OR Mailing Address: Mail (no additional cost) OR Courier: (select one) within Canada (\$12) USA (\$17) International (\$35) <small>Note: Cannot courier to P.O. Box</small>	
Full Name: _____ Phone (required for courier): _____	
Address: _____ City: _____	
Province/State: _____ Postal Code/Zip: _____ Country: _____	

PAYMENT INFORMATION – PLEASE COMPLETE	
Reprint Fee \$100 Additional Copies _____ x \$20 each = _____ Courier Fee (CAN) \$12 _____ Courier Fee (USA) \$17 _____ Courier Fee (INTL) \$35 _____ Total Service Fee \$ _____	Fees may be taken from my Student Account NOTE: Please make sure to add funds to your account.

_____ Student Signature	_____ Date
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FOR OFFICE USE ONLY	
Degree Granted: _____	Date Degree Conferred: _____
Date diploma(s) printed: _____	Initials: _____
Date diploma(s) sent: _____	Initials: _____