

## 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 Service Hub.

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	
ATTENDED TWU: TO	DEGREE/MAJOR	
REASON FOR REQUEST:		
Lost Damaged (degree must be returned) Name change (degree must be returned)		
Other:		
DELIVERY INSTRUCTIONS (please select option below)		
Pick up (no additional cost) or Mail (no additional cost) – enter mailing address below – or Courier (select one): within Canada (\$12) USA (\$17) International (\$35) NOTE: Cannot courier to P.O. Box		
Full Name: Phone (required for courier):		
Address:	City:	
Province/State: Postal Code/Zip:	Country:	
PAYMENT INFORMATION		
Reprint fee:  \$100 +    Additional copies:  \$20 each x	Please select one:  VISA  MasterCard    Credit Card Number:	
	Signature of Cardholder:	
Student Signature	Date	
OFFICE OF THE REGISTRAR USE ONLY		

OFFICE OF THE REGISTRAR USE ONLY	
Degree granted:	Date degree conferred:
Date diploma(s) printed:	Initials:
Date diploma(s) sent:	