TRINITY WESTERN UNIVERSITY

Office of the Registrar
Service Hub
22500 University Drive
Langley BC, V2Y 1Y1
TWU.ca/Help

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 $30 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 Canadian or USA mailing address below –* **or**
- ◯ **Courier** *(select one)*: ◯ **within Canada ($25)** ◯ **USA ($30)** ◯ **International ($60)**

  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: $30 each x _____ = $ 0 +

Applicable Courier fee: *(CAN $25; USA $30; INTL $60)* $ _____ =

Total Service Fee: $ 100

Please select one: ◯ VISA ◯ MasterCard

Credit Card Number: _____

Name on Card: _____

Exp. Date *(mm/yy)* _____ CVV: _____

Signature of Cardholder: _____

_____	_____
Student Signature	**Date**

OFFICE OF THE REGISTRAR USE ONLY

Degree granted: _____ Date degree conferred: _____

Date diploma(s) printed: _____ Initials:

Date diploma(s) sent: _____