

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 (please indicate the date of the first and last semester attended): FIRST YEAR: _____ LAST YEAR: _____		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 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)			
NOTE: Cannot courier to P.O. Box			
Full Name: _____		Phone (required for courier): _____	
Address: _____		City: _____	
Province/State: _____		Postal Code/Zip: _____ Country: _____	

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

_____	_____
Student Signature	Date

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