

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. 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. Processing may take 4-6 weeks for printing and delivery.

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 Courier (International Only)

Street: _____

City: _____ Province/State: _____

Postal Code/Zip: _____ Country: _____

*Phone: () _____

*Email: _____

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

*Signature: _____

*Payment Info: Reprint fee: \$100 International Courier fee: \$35

Please circle one: Master Card Visa Total Service Fee: _____

Credit Card Number: _____ Exp. Date: _____

Name on Card: _____

*Signature of cardholder: _____

For office use only:

Degree Granted: _____

Date degree conferred: _____

Date diploma printed: _____ Initials: _____

Date diploma sent: _____ Initials: _____