Replacement Diploma/Certificate Request

If you select option A or B below, you must return your original diploma/certificate before we can release the replacement diploma/certificate.

If you select option C below, you must also complete and submit the **original paper copy** of the **Lost Diploma/Certificate Declaration** form.

Fee: $50. Only one replacement diploma/certificate per request. Complete another request form if you wish to replace another diploma/certificate.

Student and Program Information		
First (Given) Name	Last (Family) Name	Date of Birth
Telephone	Email	
Address		
City, Province/State	Postal/Zip Code	
Program	Graduation Month and Year (e.g. May 2015 or October 2015)	

Reason for Replacement of Diploma/Certificate (Complete option A, B, or C and use the checklist to confirm which documents you need to submit.)

Original diploma/certificate must accompany options A or B	Lost Diploma/Certificate Declaration form must accompany option C
A. Legal Name Change ☐ I would like my name to appear on my replacement diploma/certificate as: _____ ☐ I enclose supporting documentation (e.g. copy of birth certificate, driver's licence, marriage/divorce documents, or passport). ☐ I enclose the original diploma/certificate **B. Original diploma/certificate has been damaged** ☐ I enclose the original diploma/certificate.	**C. Original diploma/certificate has been lost, stolen, or destroyed** ☐ I enclose a Lost Diploma/Certificate Declaration form* * An original copy of the Lost Diploma/Certificate Declaration form, bearing your signature and the seal and signature of a Notary Public or Commissioner of Oaths must be submitted with this request.

Authorization	
Graduate's Signature	Date (Month/Day/Year)