



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
<p>A. Legal Name Change</p> <p><input type="checkbox"/> I would like my name to appear on my replacement diploma/certificate as:</p> <p>_____</p> <p><input type="checkbox"/> I enclose supporting documentation (e.g. copy of birth certificate, driver's licence, marriage/divorce documents, or passport).</p> <p><input type="checkbox"/> I enclose the original diploma/certificate</p> <p>B. Original diploma/certificate has been damaged</p> <p><input type="checkbox"/> I enclose the original diploma/certificate.</p>		<p>C. Original diploma/certificate has been lost, stolen, or destroyed</p> <p><input type="checkbox"/> I enclose a Lost Diploma/Certificate Declaration form*</p> <p>* 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.</p>
Authorization		
Graduate's Signature		Date (Month/Day/Year)

For Office Use Only	Document: ___ Original returned OR ___ Lost Diploma/Certificate Declaration form received. ___ All fees paid (receipt #: _____)
Delivery: ___ Contacted to pick up	Pick up date: _____ OR Mailed on _____