



## Degree Parchment Re-issue Order Form

This form must be completed in full by the individual who owns the academic record.

Please submit the form by email to [thelinc@uoguelph.ca](mailto:thelinc@uoguelph.ca). Staff will call you during business hours to collect your credit card information for payment. Please provide a phone number in Payment Information section where you can be reached during our business hours.

The fee for this service is \$60.00 per copy (includes HST). Please indicate the number of copies required \_\_\_\_.

### Personal Information

Last Name: \_\_\_\_\_

First Name(s): \_\_\_\_\_

ID Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

### Graduation Information

Degree/Diploma Obtained (i.e., Bachelor of Science): \_\_\_\_\_

Date of Graduation Ceremony: \_\_\_\_\_

College Graduated From (i.e., Arts): \_\_\_\_\_

Honours or General Program: \_\_\_\_\_

Bachelor/Baccalaureate/Master/Magisteriate: \_\_\_\_\_

Exact way name is to appear on the parchment\*\*\*: \_\_\_\_\_

\*\*\*Note: If your name has changed since graduation, and you wish to have this new name appear on your parchment re-issue, or you want to have a middle name(s) added to it, you must provide legal documentation with this form (i.e., marriage certificate, legally notarized proof of name change, birth certificate, passport, etc.).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Mailing Information

Street Address: \_\_\_\_\_

Apartment #: \_\_\_\_\_

City/Town: \_\_\_\_\_

Province/State: \_\_\_\_\_

Country: \_\_\_\_\_

Postal Code/ Zip Code: \_\_\_\_\_

## Payment Information

Email: \_\_\_\_\_

Please provide a number that we can reach you at during our business hours. We will call you to facilitate the credit card charge over the phone before the order is processed.

Telephone #: \_\_\_\_\_

## Method of Shipping

- ☐ Mail: **\$8 fee**
- ☐ Pick Up
- ☐ Courier (Ontario): **\$15 fee**
- ☐ Courier (Canada): **\$30 fee**
- ☐ Courier (USA): **\$50 fee**
- ☐ Courier (International): **\$75 fee**

**Purolator and Federal Express courier services will not deliver to a P.O. Box or Rural Route. It is the individual's responsibility to provide a complete and accurate mailing address when ordering parchments.**