



Degree Parchment Re-Issue Order Form

This form must be completed in full by the individual who owns the academic record and submitted with proper payment to:

Enrolment Services,
Office of Registrarial Services,
U.C. Level 3, University of Guelph,
Guelph ON N1G 2W1
FAX 519-763-6809

The fee for this service is \$28.25 per copy (includes HST). Please indicate the number of copies required ____.

A. Personal Information

Last Name: _____

First Name(s): _____

SIN Number: _____

ID Number: _____

Date of Birth: _____

B. 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: _____

C. Mailing Information

Street Address: _____

Apartment #: _____

City/Town: _____

Province/State: _____

Country: _____

Postal Code/ Zip Code: _____

Home telephone #: _____

Email: _____

Method of Shipping

(Additional Charges Will Apply)

- Mail (included in the cost)
- Courier (Ontario)
- Courier (U.S.A)
- Pick Up
- Courier (Canada)
- Courier (International)
- Fax# (Parchment will then be mailed) _____

D. If paying by credit card, payment signature is required

Visa or Master Card holder's signature: _____

Date: _____

Office Use

Date Request was received: _____

Date Parchment was processed: _____

Date Mailed: _____

Amount Received: _____

Receipt Number: _____

Payment Information

Please indicate if payment will be through Visa or Master Card.

Visa

Master Card

Credit card #: _____ / _____ / _____ / _____

Expiry (mm/yy): _____ / _____

Card holder's name: _____

The card holder's signature is required on page 2.

Payment information will be destroyed upon successful payment process.

Courier fees:

- Ontario - \$15.00
- All other provinces - \$30.00
- U.S Cities - \$35.00
- International - \$40.00

Fax fees:

- Ontario - \$5.00
- All other provinces - \$5.00
- U.S Cities - \$5.00
- International - \$10.00

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