



Certified Copy of Degree

The fee for a Certified Copy of Degree is \$11.50. All areas of this form must be completed. Please allow approximately five working days for processing.

Name: Last Name(s) Given Names Student Number:
Date of birth: Daytime telephone number:

The University of Manitoba does not have duplicate parchments or any copies of parchments that have been issued to graduates. Please provide clear copies of your parchment for certification.

- Enclosed are copy(s) of my parchment(s) to be certified. (number)

If this is a duplicate fax request being sent on the same day, please check here:

Delivery Method (check one):

- Pick up myself\*
Pick up by a person I authorize\*:
Mail or Fax\*\*
Courier\*\* (cannot courier to a PO BOX)
Additional courier fees will apply:
\$20.00 Within Winnipeg
\$50.00 Anywhere in Canada
\$50.00 Anywhere in U.S.A
\$100.00 International/Overseas

\*Letters not collected will be shredded three months after the original request date. Photo ID will be required upon pick up.
\*\*Please complete the Delivery Information section, below. Delivery problems arising from incorrect information being provided below are not the responsibility of the Registrar's Office.

Delivery information:

Recipient Name:
Address or Fax:
Note: Items cannot be couriered to a PO BOX number.
City and Province/State: Postal/Zip Code:

- Payment: Cash (Cash payments are made in the Cashier's Office, 138 University Centre, 8:30am to 4:00pm)
Interac/Debit
Cheque/Money Order (Made out to 'The University of Manitoba'.)
MasterCard or Visa (No other credit cards accepted.)

I hereby authorize payment of \$ using the credit card and number noted below. Total amount

Applicant: Signature Date: Card Holder: (Sign only if different from applicant)

Credit Card #: (for fax and mail-in only) Expiry Date: (Month) (Year)

Notice Regarding Collection, Use, and Disclosure of Personal Information by the University

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of producing your Certified Copy of Degree document. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.