



Parchment Delivery Request Form

Note: Parchments will be ready for pick up 2 weeks after the last Convocation ceremony (for May and October) or 2 weeks after the announced graduation date (for February). Submit to the address above.

STUDENT INFORMATION:

Last Name(s): _____ Given Name(s): _____

Student Number: _____ Faculty: _____

Full name of your degree: _____

If someone else is picking up your parchment on your behalf, please provide that person's name below:

Last Name(s): _____ Given Name(s): _____

You or the person picking up your parchment will be asked to present photo identification before the parchment will be released.

Graduate's Signature: _____ Date: _____

DELIVERY METHOD (SELECT ONE):

- Pick up
- Pick up by third party: *(first and last name of person authorized to collect the document, see above)*
- Send by ExpressPost *(pre-paid and completed envelope to be provide by student along with the form – envelope needs to be at least 10" x 13")*
- Courier (cannot courier to a PO Box)
Additional courier fees will apply:
 - \$20.00 Anywhere in Winnipeg
 - \$50.00 Anywhere in Canada or U.S.A.
 - \$100.00 International/Overseas

COURIER INFORMATION (CANNOT COURIER TO A PO BOX):

Recipient Name: _____ Phone Number: _____

Address 1: _____ City/Town: _____

Address 2: _____ Province/State/Region: _____

Address 3: _____ Zip/Postal Code: _____ Country: _____

PAYMENT INFORMATION:

- Cash (in-person only)
- Debit (in-person only)
- Payment by credit card (in-person and fax requests only)
- Visa
- MasterCard

Card holder's name (as it appears on the card): _____ Amount: \$ _____

Authorizing signature: _____

Credit card number: _____ Expiry date: _____

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 parchment delivery. 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.