

STUDENT SERVICES

REQUEST FOR REPLACEMENT PARCHMENT(S)

Return to:
 Student Services
 185 Extended Education Complex,
 University of Manitoba
 Winnipeg, MB R3T 2N2
 extended@umanitoba.ca
 204-474-8800

The Replacement Parchment looks similar to the original, and the wording certifies that you graduated, but **IT IS NOT A DUPLICATE OF YOUR ORIGINAL PARCHMENT**. The fee for a Replacement Parchment is **\$75.00**. Please **allow approximately five working days** from our receipt of this request for processing. A copy of government issued photo ID is required.

PART 1: STUDENT INFORMATION

Student Number: _____ Last Name(s): _____
Leave blank if unknown

Given Name(s): _____ Previous Name(s) (If Applicable): _____

Date of Birth: _____ Daytime Phone: _____

Student signature: _____ Date: _____

PART 2: REASON FOR REQUEST

Original parchment has been lost/stolen/destroyed/damaged **(Complete Part 3 and 5)**.
Name has changed since graduation **(Complete Part 4 and 5)***.
 Both of the above **(Complete both Part 3, 4 and 5)***.
 *(Please note that all parchments you received from the U of M in a previous name must be replaced at the same time)

PART 3: DECLARATION

I, _____, Student number _____, do hereby certify that the
Full name Leave blank if unknown

original parchment(s) for my _____, issued to me when I graduated in _____ was / were:
Name of certificate/letter of accomplishment (Month, year)

Lost Stolen Damaged / destroyed

PART 4: NAME CHANGE INFORMATION

This application must be accompanied by:

- A completed [Change of Name form](#) and all required documents (if Change of Name not processed).
- Original parchment(s).

Certificate/Letter of Accomplishment to be replaced _____ Date of Graduation _____ Name as it appears on original Parchment(s) _____

PART 5: DELIVERY INFORMATION *

Standard Mail
 Courier (cannot courier to a PO BOX)
 Additional courier fees will apply:
 • \$20.00 Anywhere in Winnipeg
 • \$50.00 Anywhere in Canada / USA
 • \$150.00 International / Overseas

Postal Code: _____

* Delivery problems arising from the provision of incorrect information are not the responsibility of the Registrar's Office.

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PART 6: PAYMENT OPTIONS

All applicable fees must accompany program application form.

Cheque/Money Order – Payable to the University of Manitoba (post-dated cheques can not be accepted).

Payment by Credit Card – Complete the following section.

Visa MasterCard

Credit card number:

Expiry date:

Card holder's name (as it appears on the card):

CVC (Card Verification Code):

Amount: \$

Authorizing signature: _____

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 purposes of registration, communication, and to facilitate payment. 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.