



# Parchment Delivery Request Form

Parchments will be **mailed 2 weeks after the announced graduation date**. Please email your completed form to [Graduation.Convocation@umanitoba.ca](mailto:Graduation.Convocation@umanitoba.ca) from your UM student email. We are currently unable to accommodate pick-ups of parchments due to the COVID-19 Pandemic.

If you have any questions, please contact [Graduation.Convocation@umanitoba.ca](mailto:Graduation.Convocation@umanitoba.ca) for assistance

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

Graduate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PART 2: DEGREE INFORMATION

Full name of your Degree(s): \_\_\_\_\_ Faculty: \_\_\_\_\_

## PART 3: DELIVERY METHOD

Mail to an address other than the address you have on file

Pick Up myself \*

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

Courier (cannot courier to a PO BOX)

Pick Up by Third Party \*

Additional courier fees will apply:

If a Third Party is picking up on your behalf, please provide their full name below:

- \$20.00 Anywhere in Winnipeg
- \$50.00 Anywhere in Canada / USA
- \$100.00 International / Overseas

Last Name(s): \_\_\_\_\_

Given Name(s): \_\_\_\_\_

## PART 4: DELIVERY INFORMATION †

Please provide the delivery address you would like your parchment sent to:

Recipient Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

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

City/town: \_\_\_\_\_ Province/state: \_\_\_\_\_ Country: \_\_\_\_\_ Postal/Zip Code: \_\_\_\_\_

## PART 4: PAYMENT OPTIONS

Cheques/Money Orders can be made out to "The University of Manitoba".

Visa or Mastercard Number: \_\_\_\_\_  
(Visa Debit is not accepted)

Expiry date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Card Holder's name (as it appears on the card): \_\_\_\_\_ Amount: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ 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 producing your Parchment Delivery request. 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. 204-474-7559), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.