UniversityRegistrar's OfficeManitobaRegistrar's Office

Parchment Delivery Request Form

Parchments will be **mailed 2 weeks after the announced graduation date**. Please email your completed form to <u>Graduation.Convocation@umanitoba.ca</u> from your UM student email.

If you have any questions, please contact Graduation.Convocation@umanitoba.ca for assistance

Active Offer: This PDF document is available in alternate formats upon request. If you require an alternative format, please contact: <u>Registrar.Office@umanitoba.ca</u>.

PART 1: STUDENT INFORMATION

| Student Number: | l saus blank if un braum | Last Name(s): | | |
|---|---|--|-----------------|--|
| | | Previous Name(s) (If Applicable |): | |
| Date of Birth: | Phone Number: | | _Email Address: | |
| 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 ** | | cking up your parchment will be asked to present |
| Courier (cannot courier to a PO BOX) * | | Pick Up by Third Party ** | photo ider | ntification before the parchment will be released. |
| Additional courier fees will apply: • \$20.00 Anywhere in Winnipeg | * We will contact you after receiving your request to process payment. | If a Third Party is picking up on your behalf, please provide their full name below: | | |
| \$20.00 Anywhere in Canada / USA | | Last Name(s): | | |
| \$100.00 International / Overseas | | Given Name(s): | | |
| | | | | |
| PART 4: DELIVERY INFORMATION | 1+ | | | |
| 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 <u>:</u> |
| | | | | |

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.