



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 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: Registrar.Office@umanitoba.ca.

PART 1: STUDENT INFORMATION

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

Given 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 **
Pick Up by Third Party **
Courier (cannot courier to a PO BOX) *
Additional courier fees will apply:
* \$20.00 Anywhere in Winnipeg
* \$50.00 Anywhere in Canada / USA
* \$100.00 International / Overseas
** You or the person picking up your parchment will be asked to present photo identification before the parchment will be released.
* 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:
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:
City/town: Province/state: Country: Postal/Zip Code:

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