



REQUEST FOR REPLACEMENT PARCHMENT(S)

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.

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).\*

\* (Please note that all parchments you received from the U of M in a previous name must be replaced at the same time)

Both of the above (Complete both Part 3, 4 and 5).\*

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 degree / diploma (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).

Degree/Diploma/Certificate to be replaced

Date of Graduation

Name as it appears on original Parchment(s)

PART 5: DELIVERY INFORMATION

Please fill out delivery address on reverse. >

PART 6: 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 Replacement Parchment 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.

**PART 5: DELIVERY INFORMATION \***

Standard Mail

Courier (cannot courier to a PO BOX)

Additional courier fees will apply:

- \$20 **Currently unavailable**
- \$50.00 Anywhere in Canada / USA
- \$100.00 International / Overseas

---

---

---

Postal Code: \_\_\_\_\_

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