

# 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 **\$83.50**. Please **allow approximately ten 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 (yy/mm/dd) (only required if UM Student ID # not known) \_\_\_\_\_ 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 \_\_\_\_\_, issued to me when I graduated in \_\_\_\_\_, was / were: \_\_\_\_\_  
original parchment(s) for my \_\_\_\_\_, 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 - You will receive an email from extended@umanitoba.ca with a link to a secure payment system. Use the link to make your payment. We no longer accept credit card payment by email or phone.

**Total Amount:** \$

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.