



Your parchment will be prepared three weeks after payment is received and any overdue accounts are paid. The University of Saskatchewan is not responsible for meeting deadlines or ensuring delivery.

Cost: The cost to reprint a parchment is \$50. There is an additional cost to deliver the parchment by courier (see rates below under Delivery Instructions). Please include payment with this form.

Parchment design: If ordering a reprint due to a name change, or you graduated prior to 2011, we will reprint your parchment in the current parchment style with the signatures of officials now in office along with the date you originally graduated.

Payment options:

- By mail: Cheque or money order (send the cheque or money order, payable to the University of Saskatchewan, to the address at the bottom of this form)
Online: Credit card—Do not fill out this form. Online form is available at students.usask.ca/academics/graduation.php

General Information

Please Note:

- Legal documentation is required for all name changes. Please visit https://students.usask.ca/academics/registration/name-change.php for information on how to change your name. The parchment will be reprinted with the full name that is listed on the legal documentation provided.
The original parchment must be returned only if the original was printed incorrectly.

Form with fields: Last Name, First Name, Middle Name, Date of Birth (DD/MM/YYYY), Phone, Email, Previous Names (if applicable), U of S Student Number (if known), Specify Type of Degree, Diploma or Certificate, College, Date of Graduation (Spring/Fall, Year), Reason for replacement (Lost, Destroyed, Damaged, Copy, Name Change, Convert Bachelor of Laws (LL.B.) Degree to a Juris Doctor (J.D.) Degree, Other)

Pick Up and Delivery Instructions

Please Note:

- You will be notified by email or phone when the parchment is ready for pick up.
Parchments will not be released to a third party without the written authorization and signature of the student.
Photo ID is required to pick up parchments.
If the parchment is being delivered, it will be mailed in a cardboard envelope to the address listed below.

Form with fields: I will pick up my parchment. I authorize _____ to pick up my parchment. Deliver my parchment to the following address: Last Name, First Name, Address, City, Province, Country, Postal Code, Phone number at destination, Entry code/buzzer number for courier, Delivery Method (Regular Mail, Courier), Courier Rates (Within Canada \$25, Within USA \$43, International \$60)

Student Authorization

I hereby authorize Registrarial Services to reprint and release my parchment.

Form with fields: Student Signature, Date (DD/MM/YYYY)

FOR OFFICE USE ONLY. Fields: Cheque, Money Order, Regular Mail, Courier, Total Paid \$, Diploma returned, Date Processed, Staff Initial

Return this form to:

Convocation—Registrarial Services ■ E-1, 105 Administration Place ■ Saskatoon SK S7N 5A2 Canada
Tel: 306-966-6735 ■ Website: students.usask.ca/academics/graduation.php ■ Email: convocation@usask.ca