

The parchment will be mailed out in a cardboard envelope to the address listed below after the form and payment have been received.

There is a fee of \$50 for a replacement parchment or copy of parchment.

Note: If ordering a reprint due to a name change, or you graduated prior to 2011, your reprint will be done in the current style with the signatures of officials now in office along with the date you originally graduated. All reissued parchments will have a replacement note on the riverside side.

General Information

Last Name		First Name		Middle Name	
Previous Names (if applicable)			U of S Student Number (if known)		
Specify Type of Degree, Diploma or Certificate <small>If Arts and Science, please indicate B.A. or B.Sc., 3-year, 4-year, honours or certificate.</small>		College		Date of Graduation Spring _____ Year Fall _____	
Reason for replacement Lost Destroyed Damaged Copy Name Change* Other _____					
<small>*Legal documentation is required for all name changes. A copy of a driver's license or marriage certificate is acceptable.</small>					

Please Note

- Payment must accompany this request. Please make cheques payable to the University of Saskatchewan. Credit card payment cannot be accepted via email.
- Parchments will be held until all outstanding accounts with the University of Saskatchewan are cleared.
- Allow two weeks for parchment production from the time payment is received.
- Original parchments must be returned **only** if the original is incorrect.
- The University of Saskatchewan will not be held responsible for meeting deadlines or ensuring delivery.
- 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.

Delivery Instructions

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			
Tel		Email			
Delivery Method Regular Mail Courier		Courier Rates (Courier delivery requires a street address and telephone number. They will not deliver to a box number.) <input type="checkbox"/> Within Canada \$20 <input type="checkbox"/> Within USA \$35 <input type="checkbox"/> International \$50			

Student Authorization

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

Student Signature	Date

FOR OFFICE USE ONLY			
<input type="checkbox"/> Cheque	<input type="checkbox"/> Money Order	<input type="checkbox"/> Certified Cheque	<input type="checkbox"/> Credit Card
<input type="checkbox"/> Other _____			
<input type="checkbox"/> Regular Mail	<input type="checkbox"/> Courier \$	Total Paid \$	
<input type="checkbox"/> Diploma returned	Date Processed _____	Staff Initial _____	

Method of Payment

Cheque (Payable to the University of Saskatchewan) Money Order Certified Cheque MasterCard VISA Other _____	Name on Credit Card		MasterCard/Visa Number			
	Expiry Date MM YY	Signature				

Return this form to:

Convocation—Registrarial Services ■ 105 Administration Place ■ Saskatoon SK S7N 5A2 Canada
Tel: 306-966-1212 ■ Fax: 306-966-6730 ■ Website: students.usask.ca/academics/graduation.php