

# Certified Copy of Degree Request



In order to process your request for a certified copy of your degree, **you must present your original degree parchment along with this completed form to the Registrar's Office in Student & Enrolment Services.**  
 Requests take 3-5 business days to process. Please allow sufficient time for processing.

TO BE COMPLETED BY THE STUDENT		
Last Name	First Name	Student ID Number
Telephone	Email	
Name of degree/diploma/certificate		
Number of copies required	Date required	

CLAIMING YOUR CERTIFIED COPY/COPIES
<input type="checkbox"/> <b>I will pick up the copy/copies at the Registrar Office. Please notify me when ready.</b> Please note that when picking up the copy/copies, you must present valid photo identification
<input type="checkbox"/> <b>I hereby designate the following person to pick up the copy/copies on my behalf.</b> Please note that the person picking up the copy/copies must present valid photo identification
Name of Designate
Student's Signature <span style="float: right;">Date</span>

TO BE COMPLETED BY THE REGISTRAR'S OFFICE		
Completed form received by the Registrar's Office	Initials	Date
<b>Delivery method:</b> <input type="checkbox"/> Pickup by student at Student & Enrolment Services <input type="checkbox"/> Pickup by Designate		Date