

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	

TO BE COMPLETED BY THE REGISTRAR'S OFFICE		
Completed form received by the Registrar's Office	Initials	Date
Delivery method:	☐ Mailed	Date