



**SUBMIT FORM TO:**  
Student Services Officer,  
Faculty of Theology,  
University of St. Michael's College  
81 St. Mary Street, Toronto, ON M5S 1J4  
For more information:  
Phone: 416-926-7140 or  
email: [usmctheology.registrar@utoronto.ca](mailto:usmctheology.registrar@utoronto.ca)

**REQUEST FOR REPLACEMENT DIPLOMA – Order Form**

**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_  
*Surname First Name Additional Names*

Former Name (if applicable) \_\_\_\_\_

Student #: \_\_\_\_\_ D.O.B.: \_\_\_\_\_

Address: (no P.O. Box if sending by courier)

\_\_\_\_\_ *Street # Street Name*

\_\_\_\_\_ *Unit/Suite/Apt. # City/Town/Municipality Province/State Postal Code/Zip Code Country*

Contact Information:

\_\_\_\_\_ *Day Time Phone # Alternate Phone # Email Address*

**Please note that the diploma reissued will bear the same name as per the student record in the University's Repository of Student Information (ROSI) system. If you require name change, please submit together with this form the "Change or Correction of Name in the Records of the University of Toronto" form.**

**DIPLOMA INFORMATION**

Degree Awarded: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

Reason for Replacement:  not received  lost  destroyed  adopted a new name  Other: \_\_\_\_\_

**CHOICE OF DELIVERY** (please select one option only)

- I will personally pick up the diploma  Courier to address provided above
- I authorize \_\_\_\_\_ to pick up my diploma  
*Full Name of the Person picking up the diploma (proof of ID will be required)*

\_\_\_\_\_ *Signature of Graduate (original signature mandatory) Order Date*

**PLEASE NOTE:**

- Replacement diplomas are issued at the same time of the current year's Convocation (November).
- Replacement diploma will bear signatures of the current officials.
- A reissue date will be printed at the bottom of the replacement diploma.

**COSTS**

(Mandatory)

Replacement diploma .....	Can\$80.00
<i>(Delivery Options and the associated cost)</i>	
Pick up by person .....	No Charge
Courier within Canada .....	Can\$40.00
Courier to the U.S. ....	Can\$55.00
Courier to overseas/international destination .....	Can\$70.00

*Prices are subject to change without advance notice*

**PAYMENT MUST BE MADE AT TIME OF REQUEST**

**FOR OFFICE USE ONLY**  
Amount Paid: \_\_\_\_\_  
Initials: \_\_\_\_\_