



REQUEST FOR REPLACEMENT DIPLOMA – Order Form

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

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
 (Delivery Options and the associated cost)
 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: _____