

REPLACEMENT / DUPLICATE DIPLOMA REQUEST

LAST NAME: _____ FIRST NAME _____ MIDDLE NAME (S) _____

Name to appear on diploma (If different from above)

LAST NAME: _____ FIRST NAME _____ MIDDLE NAME (S) _____

If your name is different from that on your original diploma, **proof of name change must be provided**. As well, please enclose written confirmation that you wish all of your records to be changed to your new name.

DATE OF BIRTH: _____ STUDENT NUMBER: _____

STREET: _____ CITY: _____

PROVINCE: _____ COUNTRY: _____ POSTAL CODE: _____

EMAIL ADDRESS: _____ TELEPHONE NUMBER: _____

YEAR OF GRADUATION: Spring ____ or Fall ____ 19____ 20 ____

TITLE OF DEGREE/DIPLOMA/CERTIFICATE RECEIVED: _____

DIPLOMA CHARGE: **\$50.00**

Please check one: Pickup **or** Mailed (if picked up photo ID will be required)

SHIPPING CHARGE FOR MAILED DIPLOMAS:
\$25.00 Canada \$60.00 USA and International

(Payment to be made through the Cashier's web page <http://www.uwindsor.ca/finance/student-accounts>
Once your fees have been deposited, please send an email to shari@uwindsor.ca indicating that you have deposited your fees and the diploma can be picked up or mailed.

STUDENT'S SIGNATURE: _____ **DATE:** _____

NOTICE - COLLECTION OF PERSONAL INFORMATION

Personal information on this form is collected under the authority of the University of Windsor Act, 1962, and University of Windsor, Senate By-Law 31. It is collected for the purpose of administering the university / student relationship including the provision of confirmation of graduation from the university. A detailed Notice of Disclosure can be found at www.uwindsor.ca/fippa Questions about the collection of this information can be directed to: The Registrar at 519-253-3000 or registrar@uwindsor.ca

OFFICE USE ONLY: MONEY RECEIVED: _____ DATE: _____

Return to: Convocation Coordinator, Office of the Registrar, University of Windsor, Windsor, ON, N9B 3P4