 Graduation Department

Enrolment Services, UNC 322

3333 University Way,

Kelowna, BC V1V1V7

Phone: 250-807-8056

REPLACEMENT DIPLOMA & C ERT IFIED COP Y REQUEST FORM

• Please allow 7-10 days processing time, plus additional courier time.

• Requests can be made in person, by mail/courier or fax. We are unable to accept requests by email.

• If you are ordering by mail/courier or in person, include a copy of your photo identification.

Name to appear on diploma:

*If your name has changed since you attended UBC, please provide documentation of your name change*

Previous names (if applicable):

Student number:

Email address: Phone number:

Address (no PO boxes if sending by courier):

Degree awarded: Date conferred (month/year):

Signature (sign when ordering) Order date

|  |  |  |
| --- | --- | --- |
| Item | Cost per item | Number of copies |
| Diploma Replacement | $66.13 |  |
| Certified copy of diploma  An original diploma is required to produce a certified copy. If the original is not provided, you will also be charged for a replacement diploma. | $7.06 |  |
| Courier within Canada | $20.00 |  |
| Courier to the US | $25.00 |  |
| Courier to overseas/international destination | $30.00 |  |
| **Total:** |  |  |

Pick up Courier

Signature (sign at pick up) Pick up date

Payment information

**For office use only**

Amount paid

Initials

Cheque Visa MasterCard

* Debit