Request for Duplicate/Replacement Diploma

**** Duplicate/Replacement Diploma requests may take up to 6 weeks to process ****

The personal information on this form is collected under the authority of the University of Western Ontario Act, 1982, as amended.
To view the complete Personal Information Collection Notice, visit the online Academic Calendar at: http://westerncalendar.uwo.ca

Student Number									
Name (as appears now on Student Centre)									
Email Address									
Phone Number									

If a student's degree, diploma or certificate has been lost, stolen or destroyed, OR the student requires a duplicate or duplicates, subsequent diplomas can be produced by completing the information below. Please note: All subsequent degrees, diplomas and certificates will be issued using the current Western diploma printing standards and Officers, with the words "Duplicate Copy" affixed to the parchment.

**** Identification Required: For identification verification purposes, a photocopy of ONE piece of Government-issued photo identification matching the name on your student record is required to be attached to each Duplicate/Replacement Request.**

☐ Passport ☐ Government-issued photo identification (i.e. Citizenship Card)

☐ Driver's Licence ☐ Other _____

Processing Instructions:

Name to appear on the Diploma: _____
(Please note: all name change requests require supporting documentation, and completion of the appropriate request form found at: http://www.registrar.uwo.ca/student_records/pdfs/name_change_request_form.pdf)

Date of birth: _____

Degree Conferred: _____ **Year of Graduation:** _____

Number of Duplicate Diplomas requested: ____ (Fee: **$62.00 per copy** to issue a duplicate diploma)

Please Check ☑

Diploma(s) to be picked-up from **Student Central**, Western Student Services Building, Room 1120 (no mailing fee) ☐

Diploma(s) to be mailed (Expedited shipping through FedEx – fees below) ☐

Ship-to Address: _____

** Please do not indicate a P.O. Box _____

Phone Number: _____ Buzzer code (if applicable): _____

Fees:

- ☐ **$62.00 per copy to issue a Duplicate/replacement**
- ☐ **$62.00 per copy to issue an Original diploma** *(Please note: If you did not attend convocation, and are requesting an original diploma from 2 years ago (or greater), a replacement fee will apply)*

$34.00 per location for mailing within Canada **$77.00 per location for mailing outside of Canada**

Student Signature: _____ **Date:** _____

** Payment is accepted by VISA/ MasterCard/ cheque or money order made payable to Western University **

Cardholder Name: _____ Cardholder Signature: _____

Total Fees Authorized: $_____

Credit Card payment information: ☐ VISA ☐ MasterCard ☐ Cheque

Card Number: _____ Expiry Date: _____ CVV#

Please return completed form to:

Western Student Services Building, Room 2140, London, ON, N6A3K7, Canada Tel: (519)661-2111 Fax: (519)661-3388