Western
UNIVERSITY · CANADA

Request for Early Release of Diploma

*** Early Release of Diploma requests may take up to 2 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://www.registrar.uwo.ca/calendars/index.cfm.

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

Degrees, diplomas and certificates will not normally be awarded in advance of convocation ceremonies. A degree, diploma, or certificate may be released early at the discretion of the Office of the Registrar if the student demonstrates that the document is **required by an employer, or for a work visa**.

Students presenting an **official offer of employment** may request release of their document no sooner *than four weeks prior to their schedule convocation*. __Early release is subject to the availability of award information __**

Please Check ☑

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

Diploma 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): _____

Processing Instructions (for office use only):

Date Request Received		Adjudication Decision Received	
Supporting Documents Received		Comments Added/Award Processed	
Fee Received		Diploma Received	

Fees:

Early Release Processing Fee: $120.00 per document

Shipping: **$35.00 per location for mailing within Ontario**   **$80.00 per location for mailing Internationally**
    $40.00 per location for mailing outside Ontario   **$50.00 per location for mailing within the USA**

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

    CVV # _____
Card Number: _____   Expiry Date: _____

Please return completed form to: Attention – Student Records

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