



# Parchment Pickup Letter of Authorization

**Office of the Registrar – Convocation**  
 University of Northern British Columbia  
 3333 University Way, Prince George, BC V2N 4Z9  
**Telephone:** 250-960-6300 **Facsimile:** 250-960-6330  
**E-mail:** registrar-credentials@unbc.ca  
**World Wide Web:** www.unbc.ca/registrar  
**World Wide Web:** www.unbc.ca/convocation

Student #																Date of Birth	DD/MM/YYYY										
Last Name											Telephone #				-				-								
First Name											E-mail																

**IMPORTANT INFORMATION**

The original signed form must be sent to the Office of Registrar, or accompany the person designated to pick up your parchment.

If you are unable to provide the original form, only emails sent from your UNBC email address will be accepted.

**Date:** \_\_\_\_\_

**To: Office of Registrar**  
**3333 University Way**  
**Prince George, BC V2N 4Z9**

I, \_\_\_\_\_ authorize \_\_\_\_\_  
 (Your Name here – please print) (Print name of person authorized to pick up parchment)

to pick up my parchment on my behalf. My details are as follows:

Student Number: \_\_\_\_\_

Degree Earned: \_\_\_\_\_

Major: \_\_\_\_\_

Date/Year of Graduation: \_\_\_\_\_

**PLEASE NOTE: Any financial obligations owing to UNBC must be paid prior to release of parchment.**

\_\_\_\_\_  
 Signature of Graduate (Original signature mandatory)

\_\_\_\_\_  
 Date

Office Use Only	
Date Entered In SPACMNT	
Initials	