Alumni Parchment Replacement Request

Office of the Registrar
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

Student #			
Last Name		Telephone #	- -
First Name		E-mail **(required)**	

INSTRUCTIONS

1. A $50.00 Alumni Parchment Replacement Fee will be charged to replace lost, destroyed or damaged original parchments. This fee must be paid to the University Cashiers before your request will be processed.
2. In order to proceed with your request the following documentation must be supplied:
   a) if the original parchment is damaged, the original must be attached to this form, or
   b) if the original parchment is lost or destroyed, an affidavit must be completed and signed by a Notary Public (please note the University Registrar cannot sign the affidavit for you).
3. This form should be completed and returned to the Convocation Office for processing.

Student ID: _____

Name: _____
First Name Middle Name(s) Last Name

Year of Graduation: _____

Degree Issued: _____

_____ _____
Signature of Graduate Date

For Office Use Only

University Cashiers:

□ $ 50.00 Alumni Parchment Replacement Fee Received on _____
Date Received (DD/MM/YY)

Convocation Office:

Replacement Made by: _____

Position: _____

Date: _____

Revised: August, 2017