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 is charged to replace lost, destroyed or damaged UNBC parchments. Contact the University Cashiers (250.960.5631 or cashier@unbc.ca) to pay this fee before your parchment replacement request can be processed.
2. In order to process your request, the following documentation must be supplied with this completed form:
   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 this affidavit for you.)
3. This form should be completed and returned to the Convocation Office for processing.

UNBC Student ID: _____

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

Year of Graduation: _____

Degree Issued: _____

_____ _____
Signature of Alumni/Graduate Date

For UNBC 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: Feb 2018