

Certified True Copy Request

Office of the Registrar University of Northern British Columbia 3333 University Way, Prince George, BC V2N 4Z9 Phone: 250-960-6300 Fax: 250-960-6330 E-mail: studentinfo@unbc.ca Web: www.unbc.ca
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Student #																						
Last Name											Phone #				-				-			
First Name											E-mail (required)											
Date of Birth											<input type="checkbox"/> I am returning the original document (i.e. degree, international transcript) along with this form.											
Student's Signature (required)											Date											
Document seeking True Copy of:																						

A Certified True Copy of an official document (i.e. degree parchment, international transcript) is a certified true and correct photocopy of the original document. Therefore, the original document **must** be submitted with this form.

INSTRUCTIONS:

1. A \$30.00 Certified True Copy Fee will be charged per request to duplicate an official document. This fee must be paid to the University Cashiers before your request will be processed (see payment section below).
2. This completed form should be returned to the Office of Registrar for processing, along with your original document.

Delivery Options

Choose one of the following: <input type="checkbox"/> Pick Up <input type="checkbox"/> Mail <input type="checkbox"/> Courier (Additional fees apply – see payment section).		
Recipient Name	Company/Institution (if applicable)	
Address		
City	Province/State	Country
Postal Code	Recipient Telephone (Required for Courier requests)	
Additional Comments:		

Payment

Number of Certified Copies of Document:	\$
If courier delivery option selected, charges apply as follows: <input type="checkbox"/> \$20 (within BC) <input type="checkbox"/> \$30 (National & USA) <input type="checkbox"/> \$55 (International - Outside Canada & USA)	
Total Amount Due	\$
Payment is required with this form. In-person payments can be made via cash, debit, credit card, cheque or money order . Mailed in payments can be made via cheque or money order payable to the University of Northern BC.	

For Office Use Only	
University Cashiers:	Certified True Copy Request Fee Received Date: (DD/MM/YY)
Certified True Copies issued by: Position:	Date: