

## Parchment Replacement

**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:** credentials@unbc.ca **Web:** www.unbc.ca/registrar

A replacement parchment (diploma) is a reprint of your original document. Replacements will not be issued to graduates who owe outstanding fees or fines to the University. Current year graduates may not receive a replacement prior to Convocation. A **\$75.00 Parchment Replacement Fee** must accompany this form. In-person payments may be made at the University Cashiers via cash, debit, credit card or cheque. Mailed in payments can be made via cheque or money order payable to the University of Northern BC. Please allow 7-10 business days for processing. Additional processing time may be required if you are ordering a replacement diploma during peak graduation/convocation times (April-June).

REASON FOR REPLACEMENT  Damaged  Name Change  Lost

**If your original parchment is damaged or you have had a name change, the original parchment must be returned with this form.**

<b>Student Number</b>	<b>First Name</b>	<b>Last Name</b>
<b>Date of Birth</b>	<b>Phone</b>	<b>Email</b>

<b>Credential Awarded (ie Bachelor of Arts)</b>	<b>Graduation Month &amp; Year (ie. May 2019)</b>
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**Name to appear on replacement parchment (diploma)**

**Note:** If the name you provide here is different than the name which appears on your student record, you must submit two pieces of government issued documentation to update your name. Acceptable documentation includes: birth certificate, marriage certificate, certificate of name change, passport, permanent resident card or driver's license. The change to your name will also be applied to your student record and transcript.

_____	_____
Signature of Alumni / Graduate	Date

**METHOD OF DELIVERY**

**PICK UP** You must have **picture identification** with you for pick up

I authorize the following person to pick up my parchment on my behalf. \_\_\_\_\_  
(Individual must also provide **picture identification**.)

**COURIER / EXPRESS MAIL** (Courier companies will not deliver to PO Boxes)

Recipient Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_

Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Phone Number \_\_\_\_\_

**For UNBC Office Use Only**

\$75 Replacement Fee Received    Replacement Made by: \_\_\_\_\_    Position: \_\_\_\_\_

Contacted to pick-up     Courier on (DD/MM/YYYY) \_\_\_\_\_     SPACMNT updated: \_\_\_\_\_     Tracking updated \_\_\_\_\_

**INFORMATION RELEASE**

The use of information provided on this form complies with the BC *Freedom of Information and Protection of Privacy Act (FIPPA)*, and with the policies and procedures of the University of Northern British Columbia. The internal use of student records, and reporting of student data to external bodies, respects confidentiality of student data. Contact: privacy@unbc.ca for more information.