Athabasca University
CANADA'S OPEN UNIVERSITY

Parchment Replacement/ Duplication Request Form

STUDENT ID NUMBER

Office of the Registrar, Athabasca University
1 University Drive, Athabasca, AB T9S 3A3
Toll Free in Canada/US: 1.800.788.9041
Other: 780.675.6111, Fax: 780.675.6174
Or scan and email form to:
grad-app@athabascau.ca
www.athabascau.ca

If your parchment was lost, you changed your name, or you require a duplicate parchment for display purposes, please complete and submit this form.

General Information
(please print)

Student Name: _____
(As indicated on original parchment)
LAST FIRST MIDDLE

Mailing Address: _____

_____
CITY/TOWN PROVINCE/STATE

_____
COUNTRY POSTAL/ZIP CODE

Telephone: (_____)_____(_____)_____
(AREA CODE) RESIDENCE (AREA CODE) BUSINESS

Degree, Certificate, or Program: _____ Date Awarded:_____

Indicate the reason for your parchment replacement/duplication request.

❒ Change of name.

Issue Parchment in New Name: _____
LAST FIRST MIDDLE

❒ Along with this form, I am also submitting a completed Student Change of Information Form. See http://registrar.athabascau.ca/forms/pdf/information-change.pdf.

❒ Replacement parchment required (original was lost, stolen, damaged, or destroyed).

❒ Duplicate Parchment for professional display

❒ Other (specify) _____

❒ I have included the Parchment Replacement Fee.
See fees at: http://calendar.athabascau.ca/undergrad/current/page05_06.php

❒ Charge the Parchment Replacement Fee to my credit card:

_____/_____
CREDIT CARD NUMBER EXPIRY DATE

The fee and student signature must accompany this request. Payment may be sent by cheque, money order or charged to your credit card. Post-dated cheques are not accepted.

The personal information collected on this form will be used to process your request for parchment replacement. This information is collected under the authority of Section 33 (c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the Graduation/Convocation Administrative Assistant, Office of the Registrar, Athabasca University, 1 University Drive, Athabasca, AB Canada T9S 3A3. Phone: 800.788.9041.

I hereby declare that in requesting this duplicate and/or re-issued parchment, that neither the original nor the duplicate parchment shall be used for fraudulent purposes, for forgery purposes, or to misrepresent the qualifications, training, and education of either myself or another person. I understand that if I violate this declaration, I shall be subject to disciplinary measures under Athabasca University's academic misconduct policy and that this matter will be referred to the proper legal authorities for possible criminal prosecution.

I understand that the provision of false or incomplete information may result in discipline under Athabasca University's Student Code of Conduct and Right to Appeal regulations.

I make this declaration freely and solemnly as if it were made under oath. I certify that the information provided above is true and complete in all respects and that no relevant information has been withheld.

Student signature:_____ **Date:** _____