



RECORDS, REGISTRATION + ADVISING  
 520 E 1<sup>ST</sup> AVE, VANCOUVER, BC V5T 0H2  
 T 604 844 3876 · F 604 844 3089  
 reghelp@ecuad.ca

**COST OF PARCHMENT: \$50**  
 PICK UP OR MAILED  
 ALLOW 6-8 WEEKS FOR PROCESSING

## DEGREE PARCHMENT REPLACEMENT REQUEST

Duplicate degrees are only granted in the case of the original being lost or damaged, or in the case of legal name change. If your degree has been damaged, or you have had a change of name, we require the original document to be returned to us. Completed forms can be submitted to the above address, ATTN: Parchment Request. If faxing your request, please call to confirm receipt. Your signature is required so phone requests or e-mail requests without a completed form attached ARE NOT accepted. Please note that no one may order or pick up your parchment for you without a letter of consent. The letter of consent must be submitted at the same time as the request form. Photo identification must be shown for pick-up of any official documents.

- Undergraduate (Bachelor’s Degree) program
- Graduate (Master’s Degree) program

Program of Study: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

- Degree parchments are not prepared until payment is received.
- Degree parchments will not be released to students with a financial hold.
- For security purposes, degree parchments will not be sent via e-mail.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Former Name(s), if applicable: \_\_\_\_\_ Date of Birth (YYMMDD): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## REASON FOR REPLACEMENT

- My degree parchment has been damaged and the original parchment is being returned to Records, Registration + Advising.
- I have legally changed my name and the original parchment is being returned to Records, Registration + Advising. I have included legal documentation of my name change.
- I do not know the whereabouts of the degree certificate awarded to me and believe the degree is lost. I have made a diligent search for the degree and have been unable to locate it. I have included a detailed letter explaining the loss of the parchment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## MAILING INFORMATION

- I will pick up the parchment at the Student Commons \_\_\_\_\_
- Mail to my home address as listed above \_\_\_\_\_
- Mail to address provided opposite: \_\_\_\_\_

- We do not offer express post or courier service.
- Deliveries are not assigned tracking numbers.
- The University IS NOT responsible for the physical delivery of degree parchments once they have been mailed. All mailed parchments are delivered according to Canada Post’s current delivery standards.