Request for Duplicate/Replacement Diploma

The University *of* Western Ontario, Office of the Registrar, Room 2140 WSS, London, Ontario, N6A 3K7

The personal information on this form is collected under the authority of the University of Western Ontario Act, 1982, as amended. To view the complete Personal Information Collection Notice, visit the online Academic Calendar at: westerncalendar.uwo.ca.

Student Name		Email Address	
Home Address		Student Number	
Postal Code		City/Province/Country	
Phone Number	( )	Business Phone Number	( )

If a student's degree, diploma or certificate has been lost, stolen or destroyed OR the student requires a duplicate or duplicates, subsequent diplomas can be produced by completing the information below.

All subsequent degrees, diplomas and certificates will be issued:

- using the current Western diploma printing standards and Officers
- with the words "Duplicate Copy" affixed to the parchment

Processing Instructions:

Name to appear on the Diploma: _____

(Name change requests require supporting documentation and Name Change Request Form)

Student Number and/or date of birth: _____

Degree Conferred: _____

Year of Graduation: _____

Number of Duplicates requested: _____

Please tick ☑

Diploma(s) to be collected from Student Central, Rm 1120 Western Student Services Building ☐

Diploma to be mailed (The University uses FedEx for mailing) ☐

Address: _____

_____

_____

_____ Phone Number: _____

* Please do not indicate a P.O. Box *Please indicate a 'buzzer code' if necessary

Fees:

$58.50 per copy to issue duplicate diploma

$31.00 per location for mailing within Canada **$65.00 per location for mailing outside of Canada**

*Payment is accepted by cheque/money order/Visa/Mastercard made payable to The University of Western Ontario

Credit Card payment information: ☐VISA ☐MASTERCARD

_____ _____

Card number Expiry Date

Please return completed form to:

Room 2140 Western Student Services Building ● London, ON ● Canada ● N6A3K7

Tel: (519) 661-2100 ● Fax: (519) 661-3388

*** Duplicate / Replacement Diploma requests may take up to 6 weeks to process***

Student Signature		**Date**