



Request for Early Release of 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: <http://www.registrar.uwo.ca/calendars/index.cfm>.

Student Name		Email Address	
Home Address		Student Number	<input type="text"/>
Postal Code		City/Province/Country	
Phone Number	()	Business Phone Number	()

Degrees, diplomas and certificates normally will not be awarded in advance of convocation ceremonies. A degree, diploma, or certificate may be released early at the discretion of the Office of the Registrar if the student demonstrates that the document is required by an employer or for a work visa

Students presenting an **official offer of employment** may request release of their document no sooner than **four weeks prior to their scheduled convocation**. **Early release is subject to the availability of award information**

The document released will bear the date of the appropriate scheduled convocation ceremony.

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

Processing Instructions (for office use only):

Date Request Rec'd		Supporting Documents Rec'd	
Adjudication Decision Rec'd		Comments Added /Award processed	
Diploma Rec'd		Fee Rec'd	

Fees:

\$27.....for mailing within Canada

\$54.....for mailing outside of Canada

\$106.....early release processing fee

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

Credit Card payment information: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD

Card number <input type="text"/> Expiry Date <input type="text"/>

Please return completed form to:

Attention: Student Records

Room 2140 Western Student Services Building • London, ON • Canada • N5X4J6

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

*** Early Release of Diploma requests may take up to 2 weeks to process***

Student Signature	<input type="text"/>	Date	<input type="text"/>
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