

# Request for Duplicate/Replacement Diploma

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

**Purple Pay Reference Number:** \_\_\_\_\_

*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://westerncalendar.uwo.ca>*

Student Number									
Name (as appears now on Student Centre)									
Email Address									
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. Please note: 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.

**\*\* Identification Required: For identification verification purposes, a photocopy of ONE piece of Government-issued photo identification matching the name on your student record is required to be attached to each Duplicate/Replacement Request.**

- Passport                                      Government-issued photo identification (i.e. Citizenship Card)
- Driver's Licence                              Other

**Processing Instructions:**

**Name to appear on the Diploma:** \_\_\_\_\_

*(Please note: all name change requests require supporting documentation, and completion of the appropriate request form found at: [http://www.registrar.uwo.ca/student\\_records/pdfs/name\\_change\\_request\\_form.pdf](http://www.registrar.uwo.ca/student_records/pdfs/name_change_request_form.pdf))*

**Date of birth:** \_\_\_\_\_

**Degree Conferred:** \_\_\_\_\_ **Year of Graduation:** \_\_\_\_\_

**Number of Duplicate Diplomas requested:** \_\_\_\_ (Fee: **\$65.00 per copy** to issue a duplicate diploma)

**Please Check**

Diploma(s) to be picked-up from **Student Central**, Western Student Services Building, Room 1120 (no mailing fee)

Diploma(s) to be mailed (Expedited shipping through FedEx – fees below)

**Ship to Address:** \_\_\_\_\_

\*\* Please do not indicate a P.O. Box

Phone Number: \_\_\_\_\_ Buzzer code (if applicable): \_\_\_\_\_

**Fees:**

- \$65.00 per copy to issue a Duplicate/replacement**
- \$65.00 per copy to issue an Original diploma** *(Please note: If you did not attend convocation, and are requesting an original diploma from 2 years ago (or greater), a replacement fee will apply)*

**\$40.00 per location within Canada**

**\$80.00 per location for mailing outside of Canada**

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please return completed form to: