

Request for Early Release of Diploma

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

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

Degrees, diplomas and certificates will not normally 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 schedule convocation**. **Early release is subject to the availability of award information **

Please Check

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

Diploma 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): _____

Processing Instructions (for office use only):

Date Request Received		Adjudication Decision Received	
Supporting Documents Received		Comments Added/Award Processed	
Fee Received		Diploma Received	

Fees:

Early Release Processing Fee: \$117 per document

Shipping: \$34 per location for mailing within Canada

\$77 per location for mailing outside of Canada

Student Signature: _____ **Date:** _____

** Payment is accepted by cheque/money order/VISA/MasterCard made payable to Western University **

Credit Card payment information: VISA MasterCard

Card Number: _____ Expiry Date: _____ CVV (3 digits on back of card): _____

Please return completed form to: Attention – Student Records

Western Student Services Building, Room 2140, London, ON, N6A3K7, Canada Tel: (519)661-2111 Fax: (519)661-3388