

## Enrolment Services

### Degree/Diploma Replacement or Duplicate Copy Request Form

An administrative fee of \$35.00 is to be submitted along with this request. This must be received before processing of this request begins. Payment by credit card (American Express, MasterCard or Visa) can be submitted in-person, by mail or fax (519.884.8826). Payment by Interac Debit is accepted in-person only.

If you wish to have your name changed on your degree (marriage, divorce, adoption, etc.) we must receive a copy of the legal document. If you still have in your possession your degree, you must return the original copy of the degree along with your request.

If you require a replacement degree, you are required to return your original degree to Laurier. Your degree is a legal document and therefore you may possess only one original parchment. If you no longer are in possession of your original degree, please contact [convocation@wlu.ca](mailto:convocation@wlu.ca) for further instructions.

Please allow a minimum of three weeks for processing (longer during Convocation periods in May, June and October).

Your degree or diploma will be sent by courier to the address indicated below (addresses outside Ontario will be sent via registered mail).

Legal Name (to appear on degree/diploma):

ID Number:

Date of Birth:

Address:

City:

Province/State:

Postal/Zip Code:

Country:

Telephone Number:

Email Address:

Degree Conferred (i.e. Major):

Graduation Date:

Size of Degree Preferred (indicate with a checkmark):  8½" x 11"     11" x 14"

(Credit Card Payment on next page)

## Credit Card Payment

Visa       MasterCard       American Express

Credit Card Number:

Expiry Date:

Name on Card:

Signature of Cardholder:

Personal information is collected under the authority of the Wilfrid Laurier University Act and privacy policies to administer the university-student relationship. For more information about how your information is used, collected and shared, please visit [wlu.ca/privacy](http://wlu.ca/privacy).

Student Signature:

Date Signed: