

Parchment (Degree) Re-Issue Order Form

This form is to be completed by the individual who owns the academic record. The replacement fee is **\$50.00**.

Name as it appeared on your original degree: _____

Acadia ID Number: _____ Date of Birth YYYY/MM/DD: _____

Date of graduation: _____

Degree received: _____

Reason for Request

Original Lost Original Damaged* Name Change* Other _____ *

*Original must be returned to Acadia University

Name as you wish it to appear on the new parchment***.

***If your name has changed since graduation and you wish to have this new name appear on your parchment, or if you wish to have a middle name(s) added, please provide legal documentation with the form (i.e. Marriage certificate, notarized proof of name change, birth certificate, passport, etc.).

Please mail the replacement to:

Mailing address: _____

Street

City

Province

Postal Code

Country

Phone

Email

I will pick up the replacement.

I grant permission for _____ to pick up the replacement.

Signature: _____ Date: _____

Payment Options:

CHEQUE (Made payable to **Acadia University**.)

CREDIT CARD PAYMENT

Name of cardholder: _____

Visa®

MasterCard®

American Express:®

Credit Card number: _____ CVV number: _____ Expiry date: _____

Signature of Cardholder: _____ Date: _____