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:

**Please print.**

Acadia ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth:

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: