

## REPLACEMENT / DUPLICATE DIPLOMA REQUEST

LAST NAME: \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME (S) \_\_\_\_\_

Name to appear on diploma (If different from above)

LAST NAME: \_\_\_\_\_ FIRST NAME \_\_\_\_\_ MIDDLE NAME (S) \_\_\_\_\_

If your name is different from that on your original diploma, **proof of legal name change must be provided**. As well, please enclose written confirmation that you wish all of your records to be changed to your new name.

DATE OF BIRTH: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_

PROVINCE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_ POSTAL \_\_\_\_\_

CODE: EMAIL ADDRESS: \_\_\_\_\_ TELEPHONE \_\_\_\_\_

NUMBER: YEAR OF GRADUATION: Spring \_\_\_\_ or Fall \_\_\_\_ 19\_\_\_\_ 20 \_\_\_\_

TITLE OF DEGREE/DIPLOMA/CERTIFICATE RECEIVED: \_\_\_\_\_

DIPLOMA CHARGE: **\$50.00**

Please check one: \_\_\_\_ Pickup **or** \_\_\_\_ Mailed

SHIPPING CHARGE FOR MAILED DIPLOMAS: *will be couriered*  
**\$25.00 Canada \$60.00 USA and International**

**Payment Option** - Online Banking (Canadian Bank Account)

To make a payment via on-line banking, add the University of Windsor as a payee. Use your student ID number as the account number. For additional payment options **Click Here**

*Once payment appears on your student account or proof of payment has been received, your request will be processed.*

**Pick-Up Information:** You will receive an when the diploma is ready for pick-up from the Registrar's Office  
**Chrysler Hall North 401 Sunset**  
**Office hours:** [www.uwindsor.ca/registrar/540/contact-us](http://www.uwindsor.ca/registrar/540/contact-us)

Completed form can be emailed to: [shari@uwindsor.ca](mailto:shari@uwindsor.ca)

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### NOTICE - COLLECTION OF PERSONAL INFORMATION

Personal information on this form is collected under the authority of the University of Windsor Act, 1962, and University of Windsor, Senate By-Law 31. It is collected for the purpose of administering the university / student relationship including the provision of confirmation of graduation from the university. A detailed Notice of Disclosure can be found at [www.uwindsor.ca/fippa](http://www.uwindsor.ca/fippa) Questions about the collection of this information can be directed to: The Registrar at 519-253-3000 or [registrar@uwindsor.ca](mailto:registrar@uwindsor.ca)

OFFICE USE ONLY: MONEY RECEIVED: \_\_\_\_\_ DATE: \_\_\_\_\_