

PARCHMENT REPRINT REQUEST

INSTRUCTIONS:

1. Please **print clearly in dark blue or black ink.**
2. Submit completed form to the **Admissions & Records** by mail, by fax, or in person. See reverse for contact information.
3. Please present two pieces of ID: one UFV or government-issued photo ID, and one other government-issued ID (include photocopies if faxing or mailing).

Please note: Parchments take up to six weeks to prepare. If you require proof of graduation immediately, you can request a proof of graduation letter or submit a transcript request (form available at www.ufv.ca/ar/forms), as these documents take less than one week to process.

Personal information										
UFV student ID	Birth date <table border="1"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td> <td>M</td><td>M</td><td>M</td> <td>D</td><td>D</td> </tr> </table>	Y	Y	Y	Y	M	M	M	D	D
Y	Y	Y	Y	M	M	M	D	D		
Last name (surname)	First name and middle name(s)									
Previous last name (surname) if applicable										

Contact information										
Parchment delivery instructions (check one) <input type="checkbox"/> Mail to address below <input type="checkbox"/> Hold for pick up at A&R in Abbotsford <input type="checkbox"/> Hold for pick up at A&R in Chilliwack	The address below is/will be effective... <input type="checkbox"/> Now <input type="checkbox"/> Future date (please specify): <table border="1"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td> <td>M</td><td>M</td><td>M</td> <td>D</td><td>D</td> </tr> </table>	Y	Y	Y	Y	M	M	M	D	D
Y	Y	Y	Y	M	M	M	D	D		
Apartment number (if applicable)	Mailing address (street number and name)									
City or Town	Province	Postal code	Country (if other than Canada)							
Home phone	Other phone	Email address								
OFFICE USE ONLY: Is this information the same as what UFV currently has on file? <input type="checkbox"/> Yes <input type="checkbox"/> No										

Credential information								
Note: Replacement will have “duplicate” noted on the parchment unless graduation occurred prior to 2008.								
Name of degree, diploma, or certificate (if more than one, please list those you want reissued)								
	Date completed: <table border="1"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td> <td>M</td><td>M</td><td>M</td> </tr> </table>	Y	Y	Y	Y	M	M	M
Y	Y	Y	Y	M	M	M		
	Date completed: <table border="1"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td> <td>M</td><td>M</td><td>M</td> </tr> </table>	Y	Y	Y	Y	M	M	M
Y	Y	Y	Y	M	M	M		
	Date completed: <table border="1"> <tr> <td>Y</td><td>Y</td><td>Y</td><td>Y</td> <td>M</td><td>M</td><td>M</td> </tr> </table>	Y	Y	Y	Y	M	M	M
Y	Y	Y	Y	M	M	M		
Other options, if applicable (cooperative education, majors, extended minors, minors, options)								
Reason for replacement								
Print your name EXACTLY as you want it to appear on your parchment. (If this represents a legal name change, please complete the name change section on reverse.)								

Name change

If your name has been legally changed, please present the following supporting documentation, along with this form:



A copy of your name change document (marriage certificate or legal name change document). If you bring in the original, we will make a copy.

AND

A piece of government-issued ID in your new name (preferably a driver's license, passport, or other ID with a picture and signature).



OR

If you cannot locate your name change document, we will accept **two pieces of government-issued ID in your new name**.

Previous last name

First name and initials

NEW last name

Parchment order *****Only one parchment can be issued for each credential attained.*** \$10/parchment**

Quantity requested:

X \$10 = \$

Payment type

Cash

Cheque

Debit

Credit card

Card number

Expiry date

Cardholder's signature

Statement & declaration

An official parchment is a legal document and as such will not be produced except upon the written request of the student. If the original parchment contains an error, the parchment must be returned to the Records and Graduation office before the reprinted parchment will be released.

By signing this request I understand that misrepresentation or any attempt to obtain official documentation under false pretense is a serious offence. To the best of my knowledge, all information contained herein is true and correct.

Signature

Date

Form submission

Mail, drop off, or fax completed form to **UFV Admissions & Records:**

In Abbotsford...

33844 King Road
Abbotsford, BC V2S 7M8

Fax: 604-853-0138

In Chilliwack...

45635 Yale Road
Chilliwack, BC V2P 6T4

Fax: 604-792-2814

In Mission...

33700 Prentis Ave, Box 1000
Mission, BC V2V 7B1

Fax: 604-826-0681

In Hope...

1250 7th Ave
Hope, BC V0X 1L4

Fax: 604-869-7431

OFFICE USE ONLY

Proof of ID received:

UFV ID

Government-issued ID

Photocopy taken

Date received:

By Alumni: _____

By Records: _____

Date processed:

By Records: _____

LABEL

Revised: 04-Nov-2009