

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 can take up to six weeks to process. If you require proof of graduation immediately, you can request an official transcript (form available at www.ufv.ca/ar/forms), as this will take up to 5 business days to process.

Personal information

UFV student ID	Birth date	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):			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? **Yes** **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:	Y Y Y Y	M M M
	Date completed:	Y Y Y Y	M M M
	Date completed:	Y Y Y Y	M M M

Other options, if applicable (cooperative education, majors, extended minors, minors, options)

Reason for replacement	<input type="checkbox"/> Lost	<input type="checkbox"/> Destroyed	<input type="checkbox"/> Legal name change
	<input type="checkbox"/> Stolen	<input type="checkbox"/> University name change	

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.)

LABEL

