

PARCHMENT REPLACEMENT REQUEST

Graduates may request **one** additional replacement parchment if the original has been lost, destroyed, stolen, or damaged, or if you had a legal name change.



Office of the Registrar

Email: graduation@ufv.ca

Questions (?): 1.888.823.8734

- **The fee is \$50.** Payment is required for processing of request. Submit a completed request by email to graduation@ufv.ca.
- Our office will contact you at the email address indicated below when your replacement parchment has been prepared. Parchments are prepared monthly.

P E R S O N A L	UFV Student ID	Full legal name
	Birthdate	Former surname (if applicable)
	Daytime telephone number	Email address
	Street Address	City and Province
Country	Postal Code	
Program:		
Field of study (if applicable)		Date issued:
Reason for replacement request		
Lost/stolen	Damaged	Legal name change. Accompany this request with a Personal Information Change form.
A UFV parchment 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 Office of the Registrar 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

Online banking	Credit card	Card number	Expiry date

FREEDOM OF INFORMATION/PROTECTION OF PRIVACY. The information on this form is collected under the authority of British Columbia's Freedom of Information and Protection of Privacy Act [(RSBC 1996) chapter 126] and the University Act. This information is used only for the administration of academic programs and providing educational and related support services. If you have any questions about the collection and use of this information, contact the Enrolment Services Coordinator at 604-854-4501 or reginfo@ufv.ca

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