



Degree or Diploma Parchment Replacement Request Form

Personal Information:			
Last Name (include former):		Preferred First Name: (internal use only)	
Legal first and Middle Name:		Date of Birth:	
Student Number: (if known)		Phone Number:	
Email Address:			

- A certified copy of a parchment will not be issued until all financial obligations to the University have been cleared.
- Academic records are confidential; replacement parchments can only be requested by the graduate who owns the record. A third party cannot sign on their behalf.
- Completed request forms can be submitted by email: registrar@stfx.ca

Parchment Requested – Please select from the following options	
	Latin
	Mi'kmaw

Processing Time and Cost – Please select one		
	\$50.00	Regular Processing: 5 - 7 business days from date received
	\$65.00	Same Day Processing: Same business day if received by 10am.

Delivery Method - Please select one		Additional Fees
	Send through MyCreds™ – Provide email address above.	
	Hold for Pick Up. Photo ID required.	
	Regular Mail (Canada Post) – Provide mailing address below.	
	Send by Expresspost– Provide mailing address below.	\$10.00 within Canada
	Send by Courier – Provide civic mailing address and phone number below. Reprints returned due to an invalid address will result in additional charges to the requestor equivalent to the original shipping charge.	\$20.00 within Canada \$30.00 for US \$50.00 for International

Recipient Information: Required only for courier and Expresspost delivery	
Name:	
Address:	
Phone Number:	

Signature of Graduate:		Date:	
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Please provide payment information below.

If paying by credit card, your credit card information will be destroyed once payment has been processed.

Payment Information:			
Debit. Only if requesting in person.			
Cheque			
Credit Card Number:		Expiry Date:	
Card Holder Signature:			