



Your parchment will be prepared three weeks after payment is received and any overdue accounts are paid. The University of Saskatchewan is not responsible for meeting deadlines or ensuring delivery.

Cost: The cost to reprint a parchment is \$50. There is an additional cost to deliver the parchment by courier (see rates below under Delivery Instructions). Please include payment with this form.

Parchment design: If ordering a reprint due to a name change, or you graduated prior to 2011, we will reprint your parchment in the current parchment style with the signatures of officials now in office along with the date you originally graduated.

Payment options:

- **By mail:** Cheque or money order (send the cheque or money order, payable to the University of Saskatchewan, to the address at the bottom of this form)
- **Online:** Credit card—**Do not fill out this form.** Online form is available at students.usask.ca/academics/graduation.php

General Information

Please Note:

- Legal documentation is required for all name changes. Please visit <https://students.usask.ca/academics/registration/name-change.php> for information on how to change your name. The parchment will be reprinted with the full name that is listed on the legal documentation provided.
- The original parchment must be returned only if the original was printed incorrectly.

Last Name		First Name		Middle Name		Date of Birth (DD/MM/YYYY)	
Phone		Email			Previous Names (if applicable)		
U of S Student Number (if known)		Specify Type of Degree, Diploma or Certificate If Arts and Science, please indicate B.A. or B.Sc., 3-year, 4-year, honours or certificate.		College		Date of Graduation Spring _____ Year Fall _____	
Reason for replacement Lost Destroyed Damaged Copy Name Change Convert Bachelor of Laws (LL.B.) Degree to a Juris Doctor (J.D.) Degree Other							

Pick Up and Delivery Instructions

Please Note:

- You will be notified by email or phone when the parchment is ready for pick up.
- Parchments will not be released to a third party without the written authorization and signature of the student.
- Photo ID is required to pick up parchments.
- If the parchment is being delivered, it will be mailed in a cardboard envelope to the address listed below.

I will pick up my parchment.						
I authorize _____ to pick up my parchment.						
Deliver my parchment to the following address:						
Last Name			First Name			
Address		City		Province	Country	Postal Code
Phone number at destination		Entry code/buzzer number for courier			Delivery Method Regular Mail Courier	
Courier Rates (Courier delivery requires a street address and telephone number. They will not deliver to a box number.) ■ Within Canada \$25 ■ Within USA \$43 ■ International \$60						

Student Authorization

I hereby authorize Registrarial Services to reprint and release my parchment.

Student Signature	Date (DD/MM/YYYY)
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FOR OFFICE USE ONLY			
☐ Cheque	☐ Money Order		
☐ Regular Mail	☐ Courier	\$	Total Paid \$
☐ Diploma returned	Date Processed		Staff Initial

Return this form to:

Convocation—Registrarial Services ■ E-1, 105 Administration Place ■ Saskatoon SK S7N 5A2 Canada
Tel: 306-966-6735 ■ Website: students.usask.ca/academics/graduation.php ■ Email: convocation@usask.ca