



Registrar's Office
 4401 University Drive
 Lethbridge, Alberta T1K 3M4
 Fax: 403-329-5159
 Phone: 403-320-5700
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PARCHMENT REPLACEMENT REQUEST FORM

University of Lethbridge ID Number: <i>(if known)</i>	Date:
Full Legal Name:	
Name at Graduation:	
Credential(s) Awarded: <i>(e.g. Bachelor of Arts)</i>	Date of Birth:
Full Mailing Address:	
Day-Time Phone Number:	Email Address:

Replacement Parchment Issue

- Legal name change *(original parchment(s) AND supporting documents MUST be included with this request)*
- Mail to address above Call when ready for pick-up
- Courier service required *(applicable payment MUST be made with this request)*

Payment *(Fee is \$105.00 per credential)*

- Cash *(not for mailed or faxed requests)*
- Debit *(not for mailed or faxed requests)*
- Cheque / Money Order *(mailed or dropped off requests only)*
- Visa or Mastercard #: _____ Expiry Date: _____ CVV: _____

Request MUST be signed and full payment provided with the request. Allow approx. 4-6 weeks for processing. Mail or fax form with payment information to address listed above.

Signature

Date

The personal information on this form is collected under the authority of the *Post-secondary Learning Act* (Alberta) and the *Freedom of Information and Protection of Privacy Act* (Alberta). Your information will be used for admission, registration, scholarships and awards administration; academic progress monitoring, planning and research; alumni relations; contacting you about University courses and services; and operating other University-related programs. The University of Lethbridge may share and disclose information within the University to carry out its mandate and operations. Specific data will be disclosed to the relevant student associations, and to the federal and provincial governments to meet reporting requirements. For questions on the collection, use and disclosure of this information, please contact the University's FOIP Coordinator at 4401 University Drive West, Lethbridge, AB T1K 3M4; email: foip@uleth.ca; tel: 403-332-4620.

For Office Use Only