



## 1. RULES AND REGULATIONS

### Eligibility

- The official degree is a legal document and will not be reproduced except on the written request of the student.
- Official degrees are only reprinted if damaged/destroyed, lost, or stolen, or for an official name change.
- If your degree has been damaged or needs to be replaced because of a name change, the **original degree** or any part thereof must be returned before a new one will be issued.
- Due to convocation preparation, degree reprint requests made during the months of May - June and October – November will be delayed. If you require proof of graduation immediately, you may order an official transcript directly from:  
<http://www.ucalgary.ca/registrar>
- A signature is required by a notary public or another authorized officer, for your protection, except for reprints due to a name change. In this case, you are required to provide official documentation of the name change.

### Procedure

- The fee for a degree reprint is **\$75.00**
- This completed form can be dropped off, mailed, or faxed to the Office of the Registrar, or scanned to the Office of the Registrar – Convocation at [convinfo@ucalgary.ca](mailto:convinfo@ucalgary.ca)
- Degree reprints will be not issued if there are any fees owed to any University department.
- You may pick up your degree reprint or have them mailed; reprints to be mailed will cost \$15.00 (domestic) and \$35.00 (US), and \$50.00 (international).
- Nicknames and initials will not be printed on degrees. If your name is different than what is currently shown on your student record, a Change of Personal Information form will need to be submitted to the Office of the Registrar first.
- The replaced degree will have 'duplicate mm/yy' printed in the lower left hand corner.

## 2. STUDENT INFORMATION

Surname		Given Name(s)	
Student # (UCID)		Email	
Date of Birth	YYYY/MM/DD	Home Phone	Cell Phone
Apartment		Street	
City		Province	
Postal Code		Country	

## 3. DEGREE REPRINT REQUESTED FOR:

Degree	Date Conferred			MM/YY
Reason for Replacement	Stolen	Lost	Damaged/Destroyed	Name Change
Select One:	Pick Up (Must be collected within 30 days of notification)		Mail to Address Above	

## 4. STATUTORY DECLARATION

**NOTE: University Legal Services will not notarize this statutory declaration.**

I, the individual named under section 2 above, solemnly declare that my parchment for the degree noted under Section 3 above was lost, stolen, damaged or destroyed, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath or affirmation.

\_\_\_\_\_ (Signature of declarant)

Declared before me at \_\_\_\_\_ (city), \_\_\_\_\_ (province/state),  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ (Notary Public or Commissioner of Oaths)

A Notary Public in and for \_\_\_\_\_

Seal/Stamp

## 5. STUDENT SIGNATURE

By signing this request, I understand that misrepresentation or attempts to obtain official documentation under false pretenses are serious offences which may result in prosecution under the University's Code of Behavior and/or the Criminal Code of Canada.

\_\_\_\_\_ Date \_\_\_\_\_

**6. METHOD OF PAYMENT**

\$75.00 (plus mailing fee if applicable)

Cheque enclosed

Master Card

Visa

AMEX

Card holder's signature

Name on card

Card number

Expiry

This information is collected under the authority of the Freedom of Information and Privacy Act (Alberta). It is required to authorize a reprint of degree.

**OFFICE USE ONLY**

Signature:

Date of Pick-up/Mailing: YYYY/MM/DD