



Request for a Bachelor of Engineering (BEng) Diploma for Bachelor of Applied Science (BAsc)

This form will not be processed if there are outstanding debts on your University account. Please **fax** your request form to **416-736-5444** or place it in the drop box located in the lobby of the Bennett Centre for Student Services (open 24 hours a day).

Student Information (please print)

Student Number (if known)	Last Name/Family Name	Given Name(s)
Date of Birth (dd/mm/yy)	Telephone	E-mail

Student's Signature	Date (dd/mm/yy)
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Degree Information

Number of Copies _____ x\$80	Graduation (mm/yy)
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Pick Up/Delivery and Payment Information

<input type="checkbox"/> I will pick up my diploma(s) <input type="checkbox"/> Please deliver to this address	Street Name and Number	City	
	Province/State	Postal Code/ZIP Code	Country
Credit Card Number (MasterCard or VISA only)	Expiry Date (mm/yy)	Cardholder's Signature	

Note 1: All orders must be pre-paid. Please note that the Registrar's Office does not accept personal cheques.

Note 2: Charges for mailing diplomas are as follows: \$35 in Canada, \$50 in the United States and \$100 International.

Office Use Only

Fee Received by _____	<input type="checkbox"/> Credit Card	<input type="checkbox"/> Money Order	Date _____
Amount Received _____	Date _____	Staff Initials _____	

Student's Signature	Date (dd/mm/yy)
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Office Use Only

Checked <input type="checkbox"/> Name on SIS	<input type="checkbox"/> Faculty	<input type="checkbox"/> Doc. Rec'd	Date _____	Staff Initials _____
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Protection of Privacy: Personal information in connection with this form is collected under the authority of *Freedom of Information and Protection of Privacy Act* and *The York University Act, 1965* for educational, administrative and statistical purposes. The information will be used to process your enrolment and registration in academic programs; to record and track your academic progress; and for related record-keeping purposes. If you have any questions about the collection, use or disclosure of this information by York University, please contact the Manager, Registrarial Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.