

Replacement/Duplicate Diploma Order Form

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

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

Degree Information				
Number of Copies _____ x\$65	Faculty	Degree (BA, BFA, MA)	Honours <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	Graduation (mm/yy)
Number of Copies _____ x\$65	Faculty	Degree (BA, BFA, MA)	Honours <input type="checkbox"/> Yes <input type="checkbox"/> Not applicable	Graduation (mm/yy)

Certificate Information			
Number of Copies _____ x\$65	Certificate Faculty	Certificate Title	Graduation (mm/yy)

Pick-Up/Delivery and Payment Information			
<input type="checkbox"/> I will pick up my diploma(s) (see note 2) <input type="checkbox"/> Please deliver to this address (see notes 3 and 4)	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	

- Notes:**
1. All orders must be pre-paid. Please note that the Registrar's Office does not accept personal cheques.
 2. Diplomas/certificates for the current convocation will not be available for pick-up until approximately two weeks after the final convocation ceremony. Please visit the Convocation Web site at yorku.ca/mygrad for the exact date. Diplomas will be kept on file for one year from the date ordered.
 3. All diplomas that are sent require a signature by the receiving party. If you are not at home, Federal Express will leave a card in your mailbox indicating that an attempt was made to deliver the diploma. The diploma will then be sent to a local distribution centre for pick-up by the receiver at a later time. Diplomas that are returned to the University will be filed, held until the next December or July (whichever is sooner) and then will be destroyed. It will be the graduate's responsibility to pay for another mailing for any diplomas that are returned, so please ensure the address information you are submitting is correct.
 4. Charges for mailing diplomas are as follows: \$35 in Canada, \$50 in the United States and \$100 International.

Student's Signature	Date (dd/mm/yy)
---------------------	-----------------

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

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, Student Client Services, W120 Bennett Centre for Student Services, York University, 4700 Keele Street, Toronto ON, M3J 1P3, 416-872-9675.