

## Certification of Diploma Order Form

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\$25	Faculty	Degree (BA, BFA, MA)	Graduation (mm/yy)
Number of Copies _____ x\$25	Faculty	Degree (BA, BFA, MA)	Graduation (mm/yy)

Pick-Up/Delivery and Payment Information			
<input type="checkbox"/> I will pick up my diploma(s) and certified copies (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. Normal processing time is five business days and the fee is \$25 per certified copy. All orders must be pre-paid. Please note that the Registrar's Office does not accept personal cheques.
  2. The original diploma(s) must be brought in and left with Student Client Services. Diploma(s) are returned at the same time as certified copies are picked up or mailed.
  3. All documents 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 make a delivery. The documents will then be sent to a local distribution centre for pick-up by the receiver at a later time. Packages 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 documents 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)
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<b>Office Use Only</b>			
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.