



# PARCHMENT REPRINT REQUEST

Parchments can be reprinted for a fee of \$60 per parchment. Parchments will be reprinted with the graduate's name that was printed on the original parchment (except in the case of name changes) but in the current style and language. The reprint bears the signatures of officials now in office and replaces the original parchment. As the parchment is an official document pertaining to the graduate's official academic record, parchment reprints can only be requested by and provided to the graduate. Note: Parchment reprints will not be issued if you have outstanding accounts with St. Stephen's College.

## GRADUATE INFORMATION

<i>Use your legal name as shown on one of the following documents: Birth Certificate, Passport or Marriage Certificate.</i>			
Full Legal Name			
	<i>Surname</i>	<i>First</i>	<i>Middle</i>
Previous Legal Name (if any)			
	<i>Surname</i>	<i>First</i>	<i>Middle</i>
Name as it should appear on your parchment (for name changes only). Name must match the name on your student record.			
Address (parchment will be delivered to this address)			
	<i>Street</i>	<i>City/Province/Postal Code</i>	
Email			
Phone			
Birth Date			
Degree to be reprinted			
Month and Year of Convocation			
Reason for replacement	<input type="checkbox"/>	Lost parchment	
	<input type="checkbox"/>	Damaged (original parchment must be returned)	
	<input type="checkbox"/>	Name change (original parchment must be returned; supporting documentation, including a Change of Name from the Office of the Registrar, must be presented before the reprinted parchment will be released)	
	<input type="checkbox"/>	If the original parchment must be returned before the request is processed, deliver it to: Registrar, St. Stephen's College, 8810 112 Street NW, Edmonton, AB T6G 2J6	
How would you like to receive your parchment?	<input type="checkbox"/>	I will pick up my parchment reprint. Please email me when ready. \$60.00CAD	
	<input type="checkbox"/>	Regular Mail \$60.00CAD	
	<input type="checkbox"/>	Payment methods: <a href="https://www.ualberta.ca/st-stephens/st-stephens-programs/how-to-study-at-ssc/tuition-fees-and-payment.html">https://www.ualberta.ca/st-stephens/st-stephens-programs/how-to-study-at-ssc/tuition-fees-and-payment.html</a>	
Additional information you would like to add:			

**Declaration:** *I certify that the information in this application is true and complete in all respects and that I have withheld no information. I understand that misrepresentations or attempts to obtain official documentation under false pretences are serious offences which may result in prosecution under the St. Stephen's College Code of Behaviour and/or the Criminal Code of Canada. I agree and certify my responses:*

<b>Graduate Signature</b>		Date:
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*The personal information requested on this form is collected under the authority of the Personal Information Privacy Act (PIPA). It will be used for the purpose of determining eligibility for college admission and/or the administration of academic programs and student services. Certain personal information may be made available to federal and provincial government departments and agencies under appropriate legislative authority. Questions concerning the collection and of this information should be directed to the Registrar at [st.stephens@ualberta.ca](mailto:st.stephens@ualberta.ca).*

**SUBMIT COMPLETED FORM TO ST. STEPHEN'S COLLEGE REGISTRAR'S OFFICE ([st.stephens@ualberta.ca](mailto:st.stephens@ualberta.ca))**

OFFICE USE	
Date received	
Completed (Registrar Initial)	