It is possible to obtain a replacement diploma if the original has been damaged or lost (replacements are identified as such), by applying to the Registrar’s Office using this order form, accompanied by the processing fee. A damaged diploma must be turned in to the Registrar’s Office in exchange for its replacement. Replacement diplomas are not issued for changes of name.

A. (User ID)  B. (Social Insurance Number)

C. Name at the time of Convocation (include accents):
____________________________________________________________________________________
First name, middle names (no initials), and surname

D. Degree received: ________________________ Date conferred: __________________________
   (Month/Year of Convocation)

E. Special designations received? (Distinction, Work/Study, Cooperative Education Program, etc.):
____________________________________________________________________________________

F. If you would like to pick-up the diploma when it is ready, please provide your telephone number:
   (_______)   ____________________________________________________.
   Area Code    Phone Number

G. If you would like to have the diploma mailed to you, please provide an address:
_______________________________________________________________________________________
   (Street/Box Number)                                                                                             (City)                               (Prov.)                      (Postal Code)

PAYMENT INFORMATION

The University of Regina charges $42.40 for each diploma ordered. This fee includes a handling fee of $10.00 and G.S.T. If more than one diploma (i.e. BISW and a CISW) is ordered at the same time, the University charges to print each document, but charges only one handling fee. Acceptable forms of payment are: credit cards, personal cheques or money orders made payable to the ‘University of Regina’. All payments must be received and processed prior to the printing of the diploma.

H. Amount Enclosed: $ _______________   (One diploma: $42.40 / Two diplomas: $74.20)
   (     )       Cash  (In-person ONLY)
   (     ) Cheque # ______________
   (     ) Money Order # ____________
   (     ) Visa/MasterCard Credit Card # ________________________________
   Expiry Date:  ____________________

I. Student’s Signature: _______________________________        Date:  ___________________________

J. Return this form with payment, directly to:
Examination/Convocation Coordinator
Office of the Registrar
University of Regina,
REGINA, SK.      CANADA
S4S 0A2      FAX: (306) 585-5203     Phone: (306) 585-4175