

Important Notices: Please print clearly

- **Complete this form if:** you require an official legal name change. The original Diploma must be returned to the Registrar's Office before the new one is issued and released. Legal documentation of a name change is required, accompanied by a Name Change Form.
- **Complete this form if** you require additional copies of your diploma(s).
- A separate form will be required for each different Degree/Diploma you require and fees as stated will apply to each.
- Forward request to the Registrar's Office email ur.graduation@uregina.ca, fax 306.585.5203 or drop off at AH 210.
- Enclose the appropriate processing fee.
- "Duplicate" will be printed on each diploma
- Allow 7 days for processing.

1. Student Information									
Student ID Number:									
Current Name <i>(include accents, mixed case, and hyphens):</i>									
Name at the time of Convocation <i>(if different than above):</i>									
Name to be changed to <i>(if requesting name change):</i>									

2. Degree Information									
Degree received:									
Date received <i>(date awarded, if known):</i>									
Special designations <i>(distinction, internship, co-op, etc.):</i>									

3. Pickup or Mailing Information			
Email Address:			
<input type="checkbox"/> I would like to pick up the diploma when it is ready <i>(Photo Identification will be required)</i>			
<input type="checkbox"/> I would like to have the diploma mailed to me at the following address			
Street Address			
City/Town	Province	Postal Code	Daytime Phone Number:

4. Payment Information									
The University of Regina will charge for one duplicate diploma, a rate of \$45.00 and \$30.00 each for any additional (includes handling fee and G.S.T. to Canadian destinations*). Acceptable forms of payment are: cash, credit card, personal cheque or money order made payable to the "University of Regina". All payments must be received and processed prior to the printing of the diploma.									
*For diplomas being sent to the United States and all other destinations, you will be charged current Fed EX rates.									

<input type="checkbox"/> Cash/Debit	Receipt #:								
<input type="checkbox"/> Cheque	Credit Card Number:								
<input type="checkbox"/> MC/VISA	Credit Card Expiry: Month			Year					
<input type="checkbox"/> Money Order	Cardholder's Signature:								

Total number of Duplicate diplomas requested:	Amount Enclosed: \$
<i>I hereby certify that the information provided above is correct and complete.</i> Student's Signature:	Date:

Student's Signature upon pick up:	Date:
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Return form with payment directly to:
 Registrar's Office, AH 210
 University of Regina
 3737 Wascana Parkway
 Regina, SK S4S 0A2
 PH: 306.585.4175 EM: ur.graduation@uregina.ca