Early Release of Parchment Form

Important Notices: Please print clearly

- **This form is used when a student has been awarded their degree in advance of Convocation, and would like their parchment released prior to the ceremony. Parchments are released without charge twice per year at either Spring or Fall Convocation.**
- 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.
- Allow 7 days for processing from time of degree awarded.

1. Student Information	
Student ID Number:	
Email Address:	
Full Legal Name *(include accents, mixed case, and hyphens)*:	

2. First Diploma Information	
Degree to be conferred:	
Expected Month and Year of Conferral:	
Special designations *(distinction, internship, coop, etc.)*:	
3. Second Diploma Information *(if required)*	
Degree to be conferred:	
Expected Month and Year of Conferral:	
Special designations *(distinction, internship, coop, etc.)*:	

4. Pickup or Mailing Information

☐ I would like to pick up the diploma when it is ready *(Photo Identification will be required)*

☐ 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 $42.00 for each diploma ordered, or $73.50 for **two diplomas of differing credentials** (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 out of country, you will be charged current FedEx rates.***

☐ Cash/Debit Receipt #:

☐ Cheque Credit Card Number:

☐ MC/VISA Credit Card Expiry: *Month* *Year*

☐ Money Order Cardholder's Signature:

Amount Enclosed:	**$**
I hereby certify that the information provided above is correct and complete. **Student's Signature:**	**Date:**

Student's Signature upon pick up:	**Date:**

Return form with payment directly to:
Office of the Registrar, AH 210
University of Regina , 3737 Wascana Parkway
Regina, SK S4S 0A2
Ph: 306.585.4175 or ur.graduation@uregina.ca

January 12, 2016