



**Athabasca
University**

Parchment Replacement/ Duplication Request Form

STUDENT ID NUMBER

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Office of the Registrar, Athabasca University
1 University Drive, Athabasca, AB T9S 3A3
Toll Free in Canada/US: 1.800.788.9041

Other: 780.675.6111
grad-app@athabascau.ca

www.athabascau.ca

If your parchment was lost, you changed your name, or you require a duplicate parchment for display purposes, please complete and submit this form.

Student Name:
(As indicated on original parchment)

LAST FIRST MIDDLE

Mailing Address:

MAILING ADDRESS

CITY/TOWN PROVINCE/STATE

COUNTRY POSTAL/ZIP CODE

() ()
PRIMARY PHONE SECONDARY PHONE

Degree, Certificate, or Program: Date Awarded:

General Information (please print)

Indicate the reason for your parchment replacement/duplication request:

- ☐ Change of name

Issue Parchment in New Name:

LAST FIRST MIDDLE

- ☐ Along with this form, I am also submitting a completed Student Change of Information Form.
See: registrar.athabascau.ca/forms/pdf/information-change.pdf
- ☐ Replacement parchment required (original was lost, stolen, damaged, or destroyed).
- ☐ Duplicate Parchment for professional display
- ☐ Other (specify) _____
- ☐ I have included the Parchment Replacement Fee.
www.athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/academic-related-fees.html

I hereby declare that in requesting this duplicate and/or re-issued parchment, that neither the original nor the duplicate parchment shall be used for fraudulent purposes, for forgery purposes, or to misrepresent the qualifications, training, and education of either myself or another person. I understand that if I violate this declaration, I shall be subject to disciplinary measures under Athabasca University's Student Code of Conduct and Right to Appeals Regulations and that this matter will be referred to the proper legal authorities for possible criminal prosecution.

Student signature: Date:

Payment

If paying by e-transfer or credit card, first submit this completed form to grad-app@athabascau.ca, then follow the instructions below. Your request will not be processed until payment is received by Athabasca University.

- ☐ **e-transfer***: include the following information here:

LIST FEES TO PAY	
FEES SUBMITTED	

NAME ON E-TRANSFER ACCOUNT

DATE OF TRANSFER

* If paying by e-transfer, **transfer to: finar@athabascau.ca** Please include the following in the message box of your bank transfer (if applicable): **student ID number, your full name, the type of fee paying, course name/number, your email address and phone number.**

- ☐ **Credit card (Visa or MasterCard)**: You are strongly encouraged to complete and submit forms and pay fees online through myAU. If you are unable to use the portal, submit this PDF by email to grad-app@athabascau.ca and call 1-800-788-9041 to be transferred to Graduation Assistant. You will be sent a secure payment link. Do not send confidential information via email. Email messages are not secure.
- ☐ **Other**: You can also pay by mailing a money order or cheque, but there is currently a time delay with these options. Please do not send cash in the mail. Post-dated cheques are not accepted.

If you require assistance or have further questions about payment, please call 1-800-788-9041

Refer to a current *Calendar* for fee information, athabascau.ca/calendar/undergraduate/fees-refunds-and-financial-assistance/index.html

The personal information collected on this form will be used to process your request and for the purpose of processing payments. This personal information is being collected under the authority of Section 33(c) of Alberta's *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information for processing your request, contact the Coordinator, Enrolment Services. If you have questions about the collection and use of this information for processing payment, contact the Senior Accountant, Athabasca University, 1 University Drive, Athabasca, Alberta, T9S 3A3, Phone: 800.788.9041.