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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.

See fees at: calendar.athabascau.ca/undergrad/current/fees-refunds/academic-related-fees.php

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

You may use your credit card or e-transfer to pay Athabasca University fees. You can also pay by 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. Do not send confidential information via email. Email messages are not secure. Refer to a current *Calendar* for fee information, calendar.athabascau.ca/undergrad/current/fees-refunds/fees.php

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
STUDENT ID NUMBER (if applicable)

e-transfer\* \_\_\_\_\_  
NAME ON E-TRANSFER ACCOUNT DATE OF TRANSFER

\* E-TRANSFER: If paying by e-transfer, 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. Transfer to: finar@athabascau.ca

VISA\*  MasterCard\* \_\_\_\_\_ / \_\_\_\_\_  
EXPIRY DATE

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.

Where incorrect fees are listed, Athabasca University will automatically charge your account with the correct amount.

DESCRIPTION (e.g., application fee, evaluation fee)	AMOUNT CHARGED
TOTAL	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_