



DEGREE PARCHMENT REPLACEMENT REQUEST

SUBMIT TO:

Emily Carr University of Art and Design
 Attn: Parchment Request
 1399 Johnston St, Vancouver BC V6H 3R9
 Fax: (604) 844 3089

If faxing your request, please call (604) 844 3899 to confirm receipt.
We DO NOT accept email or phone requests.

FEE:

Degree parchments are not prepared until the fee is paid.
 \$25.00 pick up or mailed (allow up to one week for processing)

We do not offer express post or courier service.
 Degree parchments will not be released to students with a financial hold.

Please note that no one may order or pick up your parchment for you without a letter of consent. The letter of consent must be submitted at the same time as the request form. Photo ID must be shown for all pick-ups.

I was enrolled at the Emily Carr University in the:

- Undergraduate (Bachelor's Degree) program
- Graduate (Master's Degree) program

Type of Service option:

- Pick up in Student Services
- Mail to address provided

LAST NAME		FIRST NAME	FORMER LAST NAME (IF APPLICABLE)
ADDRESS			CITY
PROVINCE/STATE		POSTAL/ZIP CODE	COUNTRY
STUDENT NUMBER	DATE OF BIRTH (YY/MM/DD)	PHONE	EMAIL
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	CARD NUMBER	EXPIRY DATE	

The Records + Registration Office will mail your parchment to the address shown below. Ensure the address is complete.

Please mail my parchment to the following address.

- Mail to my home address as listed above, OR mail to address provided below:
