



REPLACEMENT DIPLOMA AND DELIVERY ORDER FORM

Fields marked with an * are mandatory

Diploma Information	
* Degree Earned:	* Year of Graduation:
* Reason for Replacement:	* Student Number or DOB:
* Faculty or School:	* Department or College:

Personal and Delivery Information			
*Full Name:	Surname:	First Name:	Additional Name(s):
Former Name (if applicable):			Attn.:
*Delivery Address:	Street Number:	Unit/Suite/Apartment:	Buzzer Code:
Street Name:			
City/Town/Municipality:		Province/State:	
Postal Code/Zip Code:		Country:	
*Delivery/Recipient Telephone Number:		Alternate Telephone Number:	
*Email Address:			
<p>Note 1: Your name as it appears in the University's Repository of Student Information (ROSI) is the name that will appear on your diploma parchment.</p> <p>Note 2: All diplomas will be sent via courier and will need to be received by an adult during regular business hours. COURIERS CANNOT DELIVER TO P.O. Boxes.</p> <p>Note 3: The courier depot will hold a package for 5 days before returning it undelivered. It will be subject to further charges for another delivery. It will be the graduate's responsibility to pay for another delivery for any diplomas that are returned, so please ensure the address information you provide is correct.</p> <p>Note 4: Returned diplomas are held for one year after the date of reissue and then destroyed</p>			
Additional information is available on our website at www.convocation.utoronto.ca			

Payment Information
* Please check one of the following:
<input type="radio"/> Cash <input type="radio"/> MoneyOrder/BankDraft <input type="radio"/> Certified Cheque (not personal)
<p>Note 5: The fee is \$150.00 CAD for each replacement diploma. Equivalencies in other currencies are not accepted. Please make payment payable to the University of Toronto.</p> <p>Note 6: It is not recommended to send cash via post.</p>

* Signature of Graduate (original signature mandatory)

Date: _____

Please return this form (with payment) to:
Office of Convocation, University of Toronto
Simcoe Hall, 27 King's College Circle, Room 102
Toronto, ON M5S 1A1

Phone: (416) 978-3629 convocation.office@utoronto.ca

Last Revised: September, 2020

Office of Convocation - OFFICE USE ONLY		
Amount Received:	Date:	Request Taken By:
<input type="checkbox"/> Statutory Declaration Attached	<input type="checkbox"/> Original Diploma Returned	
Fee Received:	<input type="checkbox"/> Cash	<input type="checkbox"/> MoneyOrder/Bank Draft <input type="checkbox"/> Certified Cheque