REQUEST FOR LLB TO JD CONVERSION - 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:			

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.
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.
Note 3: The courier depot will hold a package for 5 days before returning undeliverable. It will be subject to further charges for another delivery. It will be the graduates responsibility to pay for another delivery for any diplomas that are returned, so please ensure the address information you provide is correct.
Note 4: Returned diplomas are held for one year after the date of reissue and then destroyed.
Note 5: You agree to abide by the **Policy** by which this diploma is being reissued.

Additional information is available on our website at www.convocation.utoronto.ca

Payment Information
Note 6: The fee is $150.00 CAD for **each** replacement diploma. We cannot accept cash in any form.
◯ ☐ ☐
*Please provide your Transaction ID from your online payment:

_____

* Signature of Graduate (original signature mandatory)

Date: _____

Please return this signed form 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: December 2024

Office of Convocation - OFFICE USE ONLY		
Amount Received:	Date:	Request Taken By:
☐ Statutory Declaration Attached	☐ Original Diploma Returned	
Fee Received: ☐	☐	☐