

University of Toronto Governing Council

**Policy on the Replacement and Reissuance of Diplomas**

October 2025

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**POLICY ON THE REPLACEMENT AND REISSUANCE OF DIPLOMAS**

1. A diploma may be reissued in the following cases:
  - a) When the name of the holder has been changed under the regulations for the change of names in university records.
  - b) When a diploma has been lost or destroyed.
  - c) When the holder requires additional diplomas for his or her professional practice.
2. In cases of lost or destroyed diplomas, the holder must submit a notarized or commissioned declaration to the University Registrar.
3. In cases where additional diplomas are required for professional practice, the holder must submit a notarized or commissioned declaration of the requirement for each diploma and of the address at which the diploma will be displayed.
4. Each reissued diploma will have below the date of graduation this statement: "Reissued, (date of reissue)". The form and signature of each reissued diploma will concur with the usage current in the respective Faculty, School or College on the date of reissue.
5. Charges for reissued diplomas should be set at levels that meet the full cost of reissuance.
6. The reissued diploma will be recorded on the academic record in the student information system by the University Registrar and kept as a permanent record.

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