



## 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:	

Personal Information			
*Full Name:	Surname:	First Name:	Additional Name(s) :
Former Name (if applicable):			
*Address:	Street Number:	Unit/Suite/Apartment:	
Street Name:			
City/Town/Municipality:		Province/State:	
Postal Code/Zip Code:		Country:	
*Contact Telephone Number:		Alternate Telephone Number:	
*Email Address:			
<p><b>Note 1:</b> Your name as it appears in the University's Repository of Student Information (ROSI) is the name that will appear on your diploma parchment.  <b>Note 2:</b> If you require your diploma to be delivered please complete the <b>Diploma Delivery Request Form</b> (fees for delivery are noted on the form).  <b>Note 3:</b> Replacement diplomas will held for one year after the date of re-issue and then destroyed.</p>			
* Additional information and form(s) are available on our website at <a href="http://www.convocation.utoronto.ca">www.convocation.utoronto.ca</a>			

Payment Information
* Please check one of the following:
<input type="checkbox"/> Cash <input type="checkbox"/> Money Order/Bank Draft <input type="checkbox"/> Certified Cheque (not personal)
<p><b>Note 4:</b> The fee is \$80.00 CAD for <b>each</b> replacement diploma. Equivalencies in other currencies are not accepted. Please make payment payable to the University of Toronto.</p>

\_\_\_\_\_  
\* Signature of Graduate (original signature mandatory)

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

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"/> Money Order/Bank Draft <input type="checkbox"/> Certified Cheque	

**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: July 8, 2011