



FILL IN THIS FORM DIGITALLY, SAVE A COPY TO YOUR COMPUTER, AND PRINT A COPY FOR SUBMISSION.

Student name in full _____

Student number (or date of birth) _____

Mailing address _____

Telephone (day) _____ Email address _____

Name of your degree, diploma or certificate _____ undergraduate graduate

NOTE: we cannot replace certificates from non-credit course(s) or PDP.

Number of copies of your parchment you require (COST: \$22.50 EACH) _____

How would you like to receive your parchment(s)?

mail it to the above address OR

pick up at Burnaby campus OR

pick up at Surrey campus OR

pick up at Vancouver campus

NOTE: normal processing time for your request is 5 to 10 business days. Please add 2 extra processing days if you will pick up at Surrey or Vancouver campus.

NAME YOU WISH TO APPEAR ON YOUR PARCHMENT (please print in upper and lower case)

Signature _____ Date _____

PAYMENT (COST: \$22.50 EACH)

You may pay by cheque, money order, credit card, or in person at Registrar and Information Services on any campus. You can mail this form with your payment to the address below. Or, if you are paying by credit card, fill in the information below and fax this request to the FAX number 778.782.4969.

Enclosed is my cheque OR money order, made payable to SIMON FRASER UNIVERSITY

TOTAL _____

OR this is my credit card information for payment:

VISA, OR MasterCard Card number _____ expiry date _____

Cardholder name _____ Signature _____

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The information on this form is collected under the authority of the University Act (RSBC 1996 c.468 s.27[4a]), and is needed to process your request. If you have any questions about the collection and use of this information, contact the Associate Registrar, Information, Records and Registration, Student Services, Simon Fraser University, 778.782.3296. All information is given in confidence.

UNDERGRADUATE PARCHMENTS
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