



Office of the Registrar

St. John's, NL Canada
A1C 5S7 Tel: 709 864-8260
Email: graduation@mun.ca
www.mun.ca

Replacement Parchment Request

Allow up to 2 weeks for processing.

With the exception of reason D. below, original parchments must be returned prior to release of the replacement. If the original parchment has been lost, stolen or destroyed, a Lost Parchment Declaration Form must accompany this form. (See http://www.mun.ca/regoff/forms.php)

Your signature is required unless you submit this request via your @mun.ca email

Student and Degree Information

Form with fields: MUN Student ID Number, First (Given) Name, Last (Family) Name, Date of Birth, Telephone, Email, Degree, Graduation Month and Year

Reason for Replacement Parchment (Complete one of sections A, B, C, or D. Use each section's checklist to confirm which documents to submit.)

A. Legal Name Change

- I would like my name to appear on my replacement parchment as:
I enclose supporting documentation (e.g. copy of birth certificate, driver's licence, marriage/divorce documents, or passport), and
I enclose the original parchment.

B. Original parchment has been lost, stolen, or destroyed.

- I enclose a Lost Parchment Declaration Form.

C. Original parchment has been damaged

- I enclose the original parchment.

D. Latin Parchments *

- I enclose a copy of government-issued instructions verifying that an official English translation of my Latin parchment is not sufficient.

* An official English translation is issued with each Latin parchment in the form of a letter signed by the Registrar, with the translation attached. If this fits your needs, do not submit this form. Instead, email graduation@mun.ca.

Graduate's Signature (not required if this form is submitted via your @mun.ca email account)

Date (Month Day, Year)

Delivery Options

Choose one of the following:

- Pick Up (Photo ID will be required. If someone else will pick up your parchment, name that person as the Recipient below.)
Mail (Confirm mailing address below.)
Ship (A complete delivery address is required. Provide details in the fields below.)

Recipient Name

Company/Institution (if applicable)

Address (P.O. Box numbers are not acceptable for addresses if you're requesting delivery outside Canada or the USA)

City

Province/State

Country

Postal / Zip Code

Recipient Telephone (required for delivery outside of Canada / U.S.)

Payment

Fees for this service are under review at this time. Please contact graduation@mun.ca directly to confirm if you are using the correct version of this form and if a fee is required to replace or ship your parchment.

For Office Use Only

- 1. Document: ___ Original returned OR ___ Lost Parchment Declaration Form received.
2. Latin: ___ English duplicate for latin parchment recorded on SPACMNT.
3. Delivery: ___ Contacted for pick up OR ___ Shipped OR ___ Mailed on

TO SUBMIT: (1.) Save a completed copy of this form to your desktop, (2.) open your email browser, (3.) prepare an email to be sent to graduation@mun.ca with the Subject Line "Replacement Parchment Request - 'Your Full Name' ", (4.) Attach your completed form, (5.) Add any further further information to your email confirming the status of other required documents that are being submitted separately, and (6.) Send your message.

Personal Information and Protection of Privacy: The information requested on this form is collected under the authority of the Memorial University Act (RSNL 1990 c M-7) and is needed to process your request and determine your eligibility for replacement of your official Memorial University degree, diploma, or certificate parchment. Direct any questions regarding the use of information collected on this form to the Registrar's Office at graduation@mun.ca.