



OFFICE OF THE REGISTRAR

## Request for English Translation of Latin Parchment (in diploma format)

An English translation with a cover letter signed by the Registrar was issued with your Latin parchment at the time of your graduation. If that translation fits your needs, **do not** submit this form. If you require an additional copy of that translation, email [graduation@mun.ca](mailto:graduation@mun.ca) or call 709 864 4435.

**Processing Time:** Approximately 1-2 weeks.

### Student Information

|                       |   |                    |
|-----------------------|---|--------------------|
| MUN Student ID Number | First (Given) Name  | Last (Family) Name |
| Telephone             | @mun.ca email   |                    |
| Degree                | Graduation Month and Year (e.g. May 2015 or October 2015) |                    |

### Requirements

I require an official English version of my Latin parchment for: \_\_\_\_\_

I enclose a copy of government issued instructions which confirm that the above mentioned English translation, as issued with the Latin graduation parchment, is not sufficient.

### 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** (A complete delivery address is required. Provide details in the fields below.)

|                |   |
|----------------|---|
| Recipient Name | Recipient Telephone (required if shipping outside of Canada / U.S.) |
|----------------|---|

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

City, Province/State, Postal/Zip Code, Country

### Authorization

|                      |                       |
|----------------------|-----------------------|
| Graduate's Signature | Date (Month/Day/Year) |
|----------------------|-----------------------|

**Personal Information and Protection of Privacy:** The information on this form is collected under the authority of the Memorial University Act (RSNL 1990 c M-7). It is needed for, and will be used to update, your student record. If you have questions about the collection and use of this information, contact the Associate Registrar, Registration and Enrolment Services at 709 864 8260.