

Replacement Parchments will only be issued under the following circumstances:

- The original parchment is damaged or lost.
- There has been an official change to your legal name.

If your parchment is damaged or is being replaced because of a name change, your original parchment must be returned prior to the replacement parchment being issued. If your parchment is lost you must complete the section entitled Statutory Declaration, along with a signature and stamp from a Commissioner of Oaths.

If your name has changed and you would like the parchment updated, please provide appropriate documentation confirming the change of name to the Office of the Registrar. You will be asked to provide documentation showing the name change (e.g. marriage certificate or divorce decree) and a piece of government-issued photo ID (e.g. drivers licence or passport).

## STUDENT INFORMATION

Last/Family Name:

First Name (Legal):

Middle Name (Legal):

MRU Student ID:

Date of Birth: Day   Month   Year

MRU Email:

Phone (cell):

Phone (home):

## PARCHMENT INFORMATION

Original parchment issued:  Degree  Applied Degree  Diploma  Certificate

Program:

Graduation Date

Month:

Year:

Was your original parchment:  Lost  Damaged  Other

Parchment distribution preference:  Mail  Pick-Up

If Mail selected

Address:

City:

Province/Country:

Postal Code:

**Freedom of Information and Protection of Privacy:** The personal information you provide on, or with, this form is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy Act in the Province of Alberta. This information will be used for academic administration, the administration of Mount Royal support services, scholarship and financial aid awards, marketing and recruitment activities and in compliance with data sharing agreements with the Students Association of Mount Royal. Further information is available in the Mount Royal calendar and at mroyal.ca. Questions can also be directed to the Office of the Registrar at 4825 Mount Royal Gate, SW; Calgary, AB; T3E 6K6 or by phone at 403.440.3435.

**STUDENT SIGNATURE:**

**DATE:**

## STATUTORY DECLARATION

I, \_\_\_\_\_ of the city of \_\_\_\_\_ in the province of \_\_\_\_\_ do solemnly declare that I am unable to return my original parchment issued to me by Mount Royal University because it has been lost. I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

Signature of Declarant

Declared before me at \_\_\_\_\_ (city), \_\_\_\_\_ (province/state),

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature of Commissioner of Oaths

Name of Commissioner (print)

seal/stamp

## OFFICE USE ONLY

Replacement Parchment:  Mailed  Held for Pickup

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

## METHOD OF PAYMENT – \$50 FEE APPLIES

Cash (in-person only)  Cheque (made payable to Mount Royal University)  Money Order  Debit (in-person only)

Visa Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

MasterCard Cardholder's Name: \_\_\_\_\_ Cardholder's Signature: \_\_\_\_\_

**Please do not email this form if providing credit card information. Any credit card information sent through email will be automatically deleted.**