

REPLACEMENT/DUPLICATE PARCHMENT & REPLACEMENT MEDAL REQUESTS

REGULATIONS

1. The degree parchment is a legal document that will be reissued only upon written request of the student. Likewise, medals are official University honours that will be reissued only upon written request of the student. In the case of a deceased student, a written request may be submitted only by the legal representative of the student's estate.
2. In the case of parchment/medal replacement due to name change, the student's name must be updated with Financial & Registration Services before the replacement will be issued. Contact finreg@brandonu.ca or 204-727-9724 for details.
3. Replacement/duplicate parchments will have "Replacement/Duplicate Parchment Issued: mm/dd/yyyy" printed in the bottom right-hand corner.
4. Replacement/duplicate parchments will be printed using the degree template that is active and signed by the officials who are in office at the time that the replacement/duplicate request is made.
5. All financial holds on the student's account must be cleared before replacement/duplicate parchment and replacement medal requests will be processed.
6. Allow 2-4 weeks for processing. Requests submitted during the months of April and May may be delayed due to preparations for Convocation.
7. You will be contacted via email once your parchment/medal is available for pick-up or has been mailed.

PROCEDURE

1. Complete, sign, and date the attached form.
2. Submit the form, along with payment, to the following office:
Registrar's Office - Brandon University
Room 119 or 117, A.E. McKenzie Building
270 18th Street
Brandon, MB R7A 6A9
E-mail: registrar@brandonu.ca

NOTE: For your security, do not send credit card payment information by e-mail. Credit card payments for e-mail requests may be provided by phone at 204-727-9735 or 204-727-9738.

3. You will be required to show government-issued photo identification if picking up your replacement/duplicate parchment and/or replacement medal(s) in person. If you have authorized on the request form a third-party to pick up your parchment/medal(s), that person will be required to show government-issued photo identification.
4. Requested items not picked up within three months from the date of request will be destroyed.

REPLACEMENT/DUPLICATE PARCHMENT & REPLACEMENT MEDAL REQUEST FORM

PERSONAL INFORMATION:

Student #: _____ Year Graduated: _____
Degree: _____ Mailing Address: _____
Last Name: _____
First Name: _____
Email: _____
Phone #: _____

REQUEST DETAILS:

of Parchment(s) requested: _____
Name of medal(s) to be replaced: _____

Pickup in person

Photo ID is required for pick-up. Individuals other than the student may pick up documents if the individual's name is indicated clearly on this form or if the individual provides written authorization from the student.
Name of authorized individual (if you are not picking up yourself): _____

Mail to me at above address

Mail to third party recipient at below address

Name: _____
Mailing Address: _____

FEE PAYMENT:

There is a \$50.00 CDN fee per parchment/medal (subject to change).
This fee and any outstanding amount owing to Brandon University must be paid before the request will be processed.

AUTHORIZATION & SIGNATURE:

In signing and submitting this request, I confirm that all information is complete and accurate. I understand that my personal information is collected and used as described at <https://www.brandonu.ca/finance/student-resources/student-forms/personal-information-collection/>.

Signature: _____ Date: _____