



REQUEST FOR A REPLACEMENT PARCHMENT

Graduates who have had their parchments destroyed or damaged may request a replacement parchment using this form. The original parchment must be surrendered when submitting this request. If the original parchment cannot be returned, sufficient reasoning and Statutory Declaration (signed and sealed by a Notary Public) is required. A replacement parchment will be the most current version of the University parchment and will be noted as a "reprint".

Submit completed form and documentation to Enrolment Services at processing.aarr@lakeheadu.ca or by mail to: Lakehead University, Enrolment Services, Re: Replacement Parchment, 955 Oliver Rd, Thunder Bay, ON P7B 5E1. Payment must be made with the Accounts Receivable Office.

Table with 4 columns: Student Number, Date of Birth, Full Name, Phone Number, Previous Surname, Lakehead Email, Current Address.

- I am returning my original parchment. I cannot return my original parchment and have attached a Statutory Declaration.

Name of degree and reason original parchment cannot be returned

There is a \$50.00 fee for each replacement parchment. Parchments may either be picked up at Enrolment Services in Thunder Bay or Student Central in Orillia at no additional charge or may be mailed to an address of your choosing for a \$25.00 mailing fee.

- I would like to pick up my replacement parchment at Student Central - Thunder Bay Campus Student Central - Orillia Campus I would like my replacement parchment mailed (additional \$25.00) to

Replacement Parchment Mailing Address

- The address above is a new home address that can be added to my Lakehead University record.

Replacement parchment cost is \$50.00 PLUS additional mailing fee.

Requests MUST be pre-paid through the Accounts Receivable Office at 807-343-8010 extension 8434 or 8432.

Original parchment or statutory declaration MUST be received prior to replacement parchment being produced.

Print Name (Student) Signature Date