



UNIVERSITY
of Prince Edward
ISLAND

**DEGREE REPRINT REQUEST
OFFICE OF THE REGISTRAR**

550 University Ave, Charlottetown PE C1A 4P3 • (902) 566-0439 • registrar@upei.ca

Procedure:

- Complete this form to request a replacement for lost, damaged or destroyed parchments, and submit with payment.
- Original parchment must be returned to the Registrar’s Office when a replacement is requested. Duplicate parchments are not permitted.
- If parchment is lost or misplaced, an affidavit from a lawyer, commissioner of oaths, or notary public, with stamp or seal must be forwarded to: UPEI Registrar’s Office, 550 University Ave, Charlottetown PE C1A 4P3 or emailed to registrar@upei.ca
- Processing time is approximately one week, not including delivery time.
- There is a cost of \$30 per document, plus any courier charges, due when placing the order.
- Courier Fees: \$10 (Atlantic Canada), \$20 (other Canadian destinations). For international locations, courier fees may vary.

NAME (while attending) _____ STUDENT ID# (if known) _____

*A Name Change Form must also be submitted to the Registrar’s Office if name requested is different than your original parchment.

EMAIL _____

DATE OF BIRTH _____ / _____ / _____
DD MMM YR

Complete the information below:

Degree name _____

Confer Date _____

Reason for request:

- Parchment is damaged, and will be returned to the Registrar’s Office.
- Parchment is lost, misplaced, or destroyed, affidavit is completed.

Delivery Method:

- Pick up parchment at the Registrar’s Office.
- Mail parchment to address below. *Note: We do not mail to PEI addresses.

RECIPIENT NAME _____

PHONE _____

ADDRESS _____

Payment:

- Pay via myUPEI. **Note:** To pay fees, you will be sent a unique user name and PIN number so that you can log in to Self Service to pay online. Please check your email for this information.

STUDENT SIGNATURE _____ DATE _____

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 31(c) of the PEI *Freedom of Information and Protection of Privacy Act* and will be protected under Part 2 of that *Act*. It will be used for the purpose of reprinting parchments. Direct questions about this collection to: Registrar’s Office, University of Prince Edward Island, 550 University Avenue, Charlottetown, PE C1A 4P3 (902) 566-0439