www.ocadu.ca
Office of the Registrar
230 Richmond St. W., Level 5, Toronto, ON Canada M5V 3E5
TELEPHONE: 416.977.6000, ext. 235 **FACSIMILE:** 416.977.4201
EMAIL: regservices@ocadu.ca

Request for Duplicate Diploma/Certificate

Student Information (Please Print)

NOTE: Official documents and records will not be released if you have any outstanding accounts at the university.

Last Name	First Name	OCAD U Student Number
Former Surnames (if applicable)		Birthdate (YYMMDD)

Current Mailing Address			
Apt/ Unit#	Street #	Street Name	City
Province		Postal Code	Country
Home Phone Number		Alternate Phone Number	Personal Email Address

I declare that I am the individual named above and that this is my signature. I authorize OCAD University to release the information requested below.

Student Signature	**Date**

Number of Copies Requested: _____

$70.00 (CDN) per copy:	
☐ Undergraduate (AOCA, AOCAD,BA, BFA, BDes) ☐ Master's (MA, MFA, MDes) ☐ Postgraduate	Faculty: _____ Program:_____ Graduation Date (mm/yyyy):_____

The Office of the Registrar is unable to provide in-person document pick up at this time.

Mail to: ☐ **Courier** (Canada $35/ United States $50/ International $100) *recipient phone number required.*

Name		
Apt/ Unit#	Street #	Street Name
City		Province
Postal Code		Country

OFFICE USE ONLY					
Received By	Date Received	Fees Owing/Library	Date Completed	Student Notified: Emailed/Phoned	Date Sent

NOTES

Any personal information collected on this form is protected under the Freedom of Information and Protection of Privacy Act. The information you provide will be used to update your OCAD University records. These records are only viewed by OCAD University administrative staff and not released to any other parties.

OCAD University is not responsible for documents that are lost or delayed in transit. Tracking numbers are generated for orders with a courier delivery option.

1. Allow 6 to 8 weeks to process.
2. A diploma/certificate will not be issued if you have outstanding accounts at the University.
3. Fees are non-refundable.
4. Student records are confidential and diplomas/certificates are issued only upon written request from the student.

- All diplomas/certificates are issued in the format currently used and bear the signatures of current officials
- "Duplicate degree/diploma issued" will be printed on the diploma/certificate

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METHOD OF PAYMENT

☐ Payment for the above request will be made through a secure form made available to your student email address by the OCAD University Finance Office (Student Accounts). *Acceptable forms of payment include American Express, MasterCard, Visa, Visa Debit, or Mastercard Debit.* By submitting this form, I agree to be charged the above indicated amounts and acknowledge and authorize the use of this process.

_____   _____

Student Signature   **Date**

If you do not have an active student email address, please place the credit card holder's information below. This will only be used if your student email account is no longer active (i.e., you have not registered for study since May 2015).

_____   _____

Cardholder Name (please print)   **Email Address (please print)**

OFFICE USE ONLY (Diploma/Certificate)
Date: _____   Student ID: _____   Student Name: _____
Number of diplomas/certificates ($70 per copy) _____
☐ Courier $35 $50 $100
Total Amount _____