



DIPLOMA REPLACEMENT FORM

OFFICE OF THE REGISTRAR
 Gilmour Hall, Room 108
 Hamilton, Ontario L8S 4L8
 Fax: 905.777.9493

STUDENT INFORMATION		
Name (as it appears on your McMaster record)	Student Number	
Email	Date of Birth (DD/MM/YYYY)	
Degree Conferred	Year of Graduation	Telephone Number

SECTION A: DIPLOMA REPLACEMENT (Select 1 of 3 options)		✓
1) Original Replacement (Incorrect by University)	No Charge	
2) Unclaimed by Student (Destroyed by University)	\$50.00	
3) Duplicate (Second Copy)	\$50.00	
4) Re-Issue Indicate reason: <input type="checkbox"/> Lost <input type="checkbox"/> Destroyed <input type="checkbox"/> Damaged <input type="checkbox"/> Name Changed	\$50.00 <i>Please note that for Damaged/Name Changed, the <u>original diploma must be returned</u></i>	

SECTION B: METHOD OF DELIVERY (Select 1 of 2 options)		✓
1) Mail (Canada Post)	\$25.00	
2) Courier (FedEx)	\$_____ (FedEx Rates Apply)	
Mailing/Courier Address (<i>if applicable</i>):		

We will contact you via phone for credit card information to process the request. Credit card is the only accepted method of payment at this time.

Signature	Date
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Please submit your form in MacDrive: <https://macdrive.mcmaster.ca/u/d/3a4666d324734c638055/>.
 Our office will not process any requests received via email. These requests will be deleted.

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