

## Diploma Request Form

### Instructions

1. Complete and save this form to your computer. Digital signatures are accepted.
2. Log in to your Mosaic Student Centre. Select '**other academics**' and choose **Service Requests** from the dropdown menu, then '**Create New Request**'.
3. Attach this form and any supporting documents to your service request.
4. Return to the Service Request page to monitor updates.

Please select the option that applies to you:

You are requesting an early conferral

Less than one year has passed since your convocation

More than one year has passed since your convocation

Requires a diploma replacement/duplicate

Student Information	
Student Name	Date of Birth (YYYY/MM/DD)
Email	Telephone Number
Mailing Address	
City	Province
Country	Postal Code

Degree Name – please specify the legal names you would like to appear on		
<b>Please check if you have submitted a Mosaic Service Request for a legal name change.</b>		
First Name	Middle Name	Surname (Last Name)
Convocation Year and Term (Fall & Winter)	Do you have more than one first, middle or last name?  Yes <span style="float: right;">No</span>	
<b>It is recommended that the name used on your degree matches your legal name displayed on personal identification.</b>		

Diploma Replacement (Select one of the three options)		
<b>1. Original replacement</b> (incorrect by the university)	<b>No charge</b>	
<b>2. Unclaimed by student</b> (destroyed by the university after one calendar year)	\$50.00	
<b>3. Duplicate</b> (second copy)	\$50.00	
<b>4. Re-issue</b> (indicate reason)  Lost                      Destroyed  Damaged                Name changed	\$50.00 <b>Please note that for the damaged/name change options, the <u>original diploma must be returned.</u></b>	

Courier Cost: \$25 in Ontario; \$30 rest of Canada; \$50 for the USA; outside of Canada varies.

## Important information

1. Payment must be made in full before diploma is mailed out.
2. Please consult the Senate Policy on [Duplicate and Replacement Parchments, Diplomas and Certificates Procedures](#) (PDF document).
3. Replacements and Re-issues: the original diploma must be returned to the University with this form (ONLY in this instance is a service request not required).
4. Diploma mailing for current year graduates is available approximately one month after the final convocation ceremony.
5. Delivery is free to current year graduates for two months following the last ceremony.
6. It is important to add your signature to the last page.
7. Please do not include credit card information on this form.

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.

By signing below, I certify that all of the above statements are correct and complete, and that any misrepresentation of these data may result in the cancellation of my admission and/or registration status.

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Student's Signature

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Date

### FIPPA Notice

*The information gathered on this form is collected under the authority of the McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarships; convocation; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and is being collected under section 39(2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario (RSO 1990). Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall, Room 209, McMaster University.*