

## 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		
<input type="checkbox"/> Please check if you have submitted a Mosaic Service Request for a legal name change.		
First Name	Middle Name	Surname (Last Name)
Convocation Month and Year	Do you have more than one first, middle or last name? <input type="radio"/> Yes <input type="radio"/> No	
<b>It is recommended that the name used on your degree matches your legal name displayed on personal identification.</b>		

Diploma Status (Select one option)		
1. Original diploma (available up to one year after convocation)	No charge	<input type="radio"/>
2. Unclaimed by student (destroyed by the university after one calendar year)	\$50.00	<input type="radio"/>
3. Duplicate (second copy)	\$50.00	<input type="radio"/>
4. Re-issue (indicate reason) <input type="radio"/> Lost <input type="radio"/> Destroyed <input type="radio"/> Damaged <input type="radio"/> Name change	\$50.00 <b>For damaged/ name change options, <u>the original diploma must be returned.</u></b>	<input type="radio"/>

Pick-Up or Delivery		
<p><b>1. Pick-Up</b> (Please check the Registrar's Office website for current hours)</p> <p><i>*If you are authorizing someone to pick up your diploma on your behalf, please put their name in the comments in the Service Request. Photo ID will be required for all pick-ups.</i></p>	<p><b>No charge</b></p>	<p><input type="radio"/></p>
<p><b>2. Courier Service</b></p> <p><i>*No charge within two months after convocation</i></p>	<p>Within Ontario: \$25 Canada: \$30 U.S.A.: \$50 Other international mailing may vary</p>	<p><input type="radio"/></p>

## 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.*