

## Diploma Delivery Request Form

Please complete this form if your convocation ceremony was within the past year. Only diplomas from these convocation ceremonies are in the office. All other requests, for a convocation ceremony older than a year, are for a diploma replacement. If a replacement is required, please submit an order via Parchment Ordering Services.

### 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

Student Information	
Name on Student Record	Date of Birth (YYYY/MM/DD)
Current Name (if applicable)	Student ID #
Email	Telephone Number
Mailing Address	
City	Province
Country	Postal Code

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>	<input type="radio"/>
<p><b>2. Courier Service</b></p>	<p>Within Ontario: \$30 Canada: \$50 Mexico + U.S.A.: \$50 International : \$100</p>	<input type="radio"/>

Mailing address (if different from page one)	
Address:	
Address:	
City:	Province:
Country:	Postal Code:
Phone #:	

### Important information

1. Payment must be made in full before diploma is mailed out.
2. Diploma mailing for current year graduates is available approximately one month after the final convocation ceremony.
3. It is important to add your signature to the last page.
4. 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.*